

Job Title	Specialist Mentor - Attendance and Outreach Officer (Scale 6 pro rata)
Job Purpose	<ul style="list-style-type: none"> • To provide a comprehensive and high-quality outreach and support service to the school in the drive to improve overall school attendance. • The main contacts of the job are Headteacher, Deputy Headteacher, Designated Safeguarding Lead, Pastoral, teaching and support staff, Parents/Carers, Pupils and Outside Agencies.
Support for Pupils	<ul style="list-style-type: none"> • To facilitate the educational partnership between home, school and the pupil, by support, liaison and negotiation. • In cases of poor school attendance be proactive in assessing the situation and determining the appropriate level of intervention or course of action in any particular circumstance. • To coordinate, plan and carry out home visits, including cold calling, lone visits and joint visits. • In liaison with the Pastoral Manager Emotional Well-Being, effectively manage a caseload and ensure casework and documentation is prepared and collated to support legal sanctions. • In liaison with the Pastoral Manager Emotional Well-Being, effectively manage a caseload of LAC students and ensure casework and PEP documentation is prepared and collated and regularly attend reviews. • In liaison with the Attendance Lead, support the effective organisation and participation in attendance initiatives and campaigns to improve whole school attendance. • Support parents and carers of the pupils who access Alternative Provision, and work collaboratively with providers to improve attendance. • Actively promote attendance via pupil assemblies / reward assemblies, Open Evenings and Parents' Evenings. • To be proactive and to support identified pupils and parents during transition to / from partner schools.

	<ul style="list-style-type: none"> • To provide updates for staff on pupil attendance. • To work with identified groups of pupils using regular attendance checks, implementing attendance action plans; and contact with parents/carers to improve levels of attendance. • To work as part of a team and contribute to the achievement of the team objectives and responsibilities. • To produce lists, information and data as required, for example, pupil data and to maintain and collate pupil reports. • To administer school registration procedures in line with statutory requirements. • To support the wider team with regard to attendance related issues. • To actively promote equal opportunities and support the delivery of services which are accessible and appropriate to the diverse needs of service users. • To use initiative in time management to organise own workload in order to meet deadlines. • To help to identify own personal development needs and to participate in training and other learning activities and performance development as required. • To support with additional duties, to engage with parents, carers and pupils at key points during the school day. • Drive the school mini bus (training can be arranged)
<p>Support for the School</p>	<ul style="list-style-type: none"> • Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. • Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop. • Contribute to the overall ethos/work/aims of the school. • Appreciate and support the role of other professionals. • support whole school events. • Attend and participate in relevant meetings as required. • Participate in training and other learning activities and performance development as required.

- To engage with the school's Performance Review for Support Staff.
- Assist with the supervision of pupils in non-teaching times, including before and after school and at lunchtime.
- Accompany teaching/ lead staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher/lead staff.
- To undertake any other reasonable duty at the request and discretion of the Headteacher.

All employees have the responsibility to:

- Ensure any documentation produced is to a high standard and is in line with the school style.
- Be aware and comply with policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person.
- Participate in training and other learning activities as required.
- Participate in the school's Performance Management process.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- To represent the school at events as appropriate.
- To support and promote the school ethos.
- To undertake any other duties and responsibilities as required that are covered by the general scope of the post.
- To undertake any other reasonable duties at the request of the Headteacher.