



Job description

JOB TITLE:	Attendance and inclusion Mentor
SALARY CODE:	Clapton Support Staff Range, Scale 5, Points 12- 17 (Pro Rata)
RESPONSIBLE TO:	Assistant Headteacher
HOURS OF WORK:	<p>This post is term time only (195 days) Mon, Wed, Thurs and Fri 8.00am-3:45pm, Tues 8:00am- 4:30pm These timings include a 30-minute lunch break and a 37 hour week. These hours may be reviewed in consultation with you.</p> <p><i>For 2026-2027 there is an extended 2 week October half term so there will be a need to work another 37 hours across the academic year. These hours will be directed by the academy</i></p>

KEY PURPOSE

To provide intensive, targeted pastoral support for students with significant barriers to attendance, behaviour and wellbeing. The Attendance and Inclusion Mentor leads on family engagement, external agency liaison and sustained intervention to ensure vulnerable students can attend regularly and access education successfully.

KEY RESPONSIBILITIES

1. Attendance Leadership & Intervention

- Work with the Assistant Headteacher responsible for attendance to monitor daily attendance data, acting quickly on concerns and leading on persistent and severe absence cases.
- Develop and implement attendance plans, reintegration strategies, and incentive systems, including first response parental contact and targeted interventions.

2. Family Engagement & Home Visits

- Build strong, trusting relationships with families through consistent, high quality communication and parent meetings focused on attendance, behaviour, and wellbeing.
- Conduct home visits where appropriate to support engagement and address barriers to student progress.

3. Key Worker Role

- Act as a key worker for a targeted caseload, coordinating intensive support across attendance, behaviour, and academic progress.
- Lead and attend student support and review meetings, building strong relationships with students, staff, and parents.
- Maintain accurate records and provide regular reports using school data systems to track impact, supporting exams, trips and visits as required.

4. Behaviour & Emotional Support

- Support students with behavioural, emotional, and social needs through targeted mentoring and intervention strategies.
- Provide structured supervision and interventions at key times of the school day, including 1:1 and small-group support focused on motivation and accountability.

5. External Agencies & Safeguarding

- Lead liaison with external agencies and safeguarding teams, coordinating multi-agency support where required.



- Maintain accurate safeguarding records.

6. Collaboration with Pastoral Mentors (PMs)

- Work alongside the Pastoral Mentors to support and escalate complex cases, ensuring effective coordination of student support.
- Ensure continuity between early intervention and intensive support by guiding the Pastoral Mentors on strategies for vulnerable students.
- Act as First Aider and fire marshal, carry out operational duties including SSOD, break/lunch supervision, detention duty, gate duty, lesson cover, trips/visits, and other duties as required.

Additional duties, tasks and year group specific activities will be negotiated and agreed at the time of appointment and annual review.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the Academy in relation to the post holder's professional responsibilities and duties.

The post holder will be expected to carry out all duties in the context of and in compliance with all the academy's policies and procedures and in compliance with Clapton Girls' Academy Equal Opportunities Policies and Code of Conduct. All the above duties are to be carried out in line with current Health and Safety legislation.

ACCEPTANCE OF THE JOB DESCRIPTION BY POST HOLDER

I can confirm my acceptance of the Job Description as outlined above

NAME:

SIGNED:

DATE:



Person specification –Attendance and Inclusion Mentor

QUALIFICATIONS

	ESSENTIAL	DESIRABLE
5+ GCSE's A*- C, including English and Maths	✓	
Degree or equivalent in relevant subject		✓
Further relevant qualification i.e. HLTA, TLA, TESL, ESOL		✓

EXPERIENCE

	ESSENTIAL	DESIRABLE
Experience of working within an educational environment or with young people	✓	
Experience of working with external agencies in an education setting	✓	
Experience of delivering mentoring and/or behaviour/attendance support	✓	
Experience of home visits to support attendance, wellbeing and belonging		✓
Experience of recording, tracking and monitoring the impact of interventions		✓

KNOWLEDGE AND SKILLS

	ESSENTIAL	DESIRABLE
Excellent IT skills	✓	
Excellent communication skills	✓	
Good administrative and organisational skills	✓	
Ability to prioritise workload and work to given deadlines	✓	
Knowledge of different learning styles and needs	✓	
Ability to work as an effective team member.	✓	

PERSONAL QUALITIES AND ATTRIBUTES

	ESSENTIAL	DESIRABLE
Proven tact and diplomacy when dealing with adults and young people.	✓	
Reliable, honest and trustworthy.	✓	
Able to remain calm and cope with the unexpected.	✓	
Committed to being a role model for staff and students in relation to overall conduct, including dress code, attendance and timekeeping.	✓	
A 'can do' attitude.	✓	
Energy, enthusiasm and commitment.	✓	
Committed to safeguarding and promoting the welfare of children and young people.	✓	