



ATHENA
LEARNING TRUST

Attendance Mentor

Applicant Pack

Closing date:

7th January 2025

Interview date:

TBC



Join Athena - Inspiring World-Class Education Together!

At Athena, we are a passionate and forward-looking educational organisation committed to providing world-class education and helping individuals **lead great lives**. Our core values of "**dream big, take responsibility**, and **be kind**" guide our mission to create a supportive and inclusive learning environment where everyone can excel and grow.

Job Title:	Attendance Mentor
School Base:	Bideford College
Closing Date:	07/01/2025
Interview Date:	TBC
Vacancy Start Date:	ASAP
Contract Type:	Permanent
Salary:	£13.55 - £14.84 ph

Bideford College

Being an Athenian

At Athena, we believe in the power of education to transform lives and shape a brighter future. We are dedicated to fostering a strong sense of community, where students, educators, and parents collaborate to achieve academic excellence and personal growth. Our commitment to "**dream big, take responsibility, and be kind**" underpins everything we do, inspiring our students to aim high, take ownership of their learning, and treat each other with respect and compassion.

We are inspired by wisdom, creativity and learning. Determined to create a world where all children get to go to great schools, our mission is to provide the knowledge and education to bring opportunities, choices and freedom.

If you want to be part of an inspirational team of big thinkers who will support you to develop your full potential and value your knowledge, passion, wellbeing and commitment, it sounds like you could be on your way to joining us and becoming an Athenian.



What makes Athena different

Our Commitment to you

We recognise that all of our people have a role to play in ensuring our students have access to world-class education and so each one is valued. We are committed to creating an inclusive and supportive work environment that promotes both personal and professional growth. We put staff wellbeing first and here are some of the benefits and perks you can enjoy as a member of our team:

Impact: positive outcomes for our students

Leaders: we see everyone as a school leader

Wellbeing: ensuring your time off is for you

Generous pension: the local government pension scheme

Employee Wellbeing Initiatives: support your physical, mental, and emotional health

Car Schemes: car schemes that cater to your commuting needs

Perkbox: discounts, benefits, and rewards to enhance your lifestyle

Join us on this journey to inspire greatness in ourselves and others. Together, we can create a brighter future and make a lasting difference in the lives of our students and the communities we serve.

People

passionate about making a difference in the lives of each other and our students

Development

investing in our employee's growth and development

No burn out

cut low-impact workload and champion staff wellbeing

Support

valuing our employee time and impact by investing it well and providing wrap around support

Flexibility

flexible working to promote work-life balance where possible



Role Summary

The attendance mentor supports positive attendance working closely with the attendance, SEN and safeguarding team as well as senior leaders. They work collaboratively with parents/carers to identify challenges and develop strategies that support positive outcomes for the student. They also cultivate relationships with teaching staff, engage in professional development, contribute to school policies, and adhere to regulations and confidentiality guidelines.



What you will be doing

Build Knowledge

In the role of Attendance Mentor, the individual gains comprehensive understanding of student attendance dynamics and patterns. They assess barriers to attendance, collaborate with families, and may be required to implement a PSHE program to emphasise attendance importance. Regular home visits enable them to grasp individual student contexts, further enhancing their knowledge base. Keeping up to date on research and other educational approaches to support attendance and to improve their own knowledge and understanding.

Build Trust

Through consistent communication and home visits, the Attendance Mentor establishes strong rapport with families and students. Their commitment to addressing attendance challenges and collaborating on solutions fosters trust. By recognizing strengths and sharing expertise, they build a cooperative atmosphere that supports student attendance.

Prioritisation

The Attendance Mentor efficiently prioritises tasks by overseeing student portfolios, ensuring timely arrival, engaging in productive tutor periods, and addressing attendance barriers. They effectively manage their responsibilities by recognising key priorities and aligning efforts with the overarching goal of improving attendance outcomes.

Clarity and Energy

In the role, the Attendance Mentor exudes clarity and energy while implementing strategies. Their enthusiasm and clear communication inspire students, families, and colleagues to actively participate in attendance improvement efforts. You may be required to communicate the importance of attendance through the PSHE program, acknowledge attending students, and drive non-attending students to school.

Follow Up

The Attendance Mentor ensures consistency through diligent follow-up. They maintain regular contact with families, provide rewards for improved attendance, and collaborate with senior leaders and other mentors to discuss strategies and plan next steps. This commitment to ongoing engagement and feedback drives sustained attendance improvement.

How you will be doing it

Dream Big:

- Facilitate effective communication among students, parents, staff, social workers, and mental health professionals to foster a collaborative and inclusive educational environment.

Take Responsibility:

- Maintains utmost confidentiality and professionalism in all interactions and information handling.
- Applies strong problem-solving, critical thinking skills, and an unbiased approach to address challenges and ensure effective solutions.

Be Kind:

- Demonstrates exceptional organisation skills and proficiency in behaviour data analysis, contributing to creating a supportive environment for students and staff.
- Balances strong independent work capabilities with a collaborative mindset to create a harmonious and supportive team atmosphere.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

You could reasonably be asked to work out of our partner sites to support where required.





Qualifications

- Must have excellent levels of literacy and numeracy (GCSE grade A-C/5-9 or equivalent).
- Bachelor's degree in education, social work or a related field is preferred but not required..

Experience

- Working with pupils in a school environment
- Excellent communication skills
- Ability to build relationships and display empathy and understanding
- Work well as part of a team and be able to motivate themselves for independent, proactive work
- Confident with various IT programmes and regular use of IT in the course of the role
- Strong organisational and problem solving skills
- Desirable
- Supporting/monitoring attendance as part of pastoral provision
- Working with students with diverse backgrounds and learning needs

How to Apply

If you are passionate about our values and dedicated to making a meaningful impact on education, we invite you to apply. **Please complete the application form on My New Term** and tell us about how you connect with our values of "**dream big, take responsibility, and be kind**" and what you feel you can contribute to our team and our goal to deliver world class education.

Athena Learning Trust is committed to **safeguarding** and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. All posts are subject to Enhanced DBS clearance and appropriate pre-employment checks.

We reserve the right to close this advert and interview and appoint earlier than the advertised closing date should there be a good response to the advert, so early applications are advised.

Apply now

and experience the difference in a rewarding and meaningful career in education.