

Rose Hill Primary School
Job Description
Attendance Lead and Behaviour Mentor

Job Title	Attendance Lead and Behaviour Mentor
Grade of Post	8
Working Pattern	39 Weeks per year (to include Inset Days) 31.25 hours per week
Location	Rose Hill Primary School
Responsible to	Assistant Head for Attendance and Pupil and Family Welfare Lead for Behaviour
Disclosure Level	Enhanced DBS

Job Purpose:

Work with families and children whose behaviour and attendance have a significant impact on their attainment.

Attendance Lead

Main Responsibilities

- Monitor the input of pupil absences into Bromcom and ensure registers are completed in an accurate and timely manner. Rectify any missing marks or unexplained absences.
- Identify persistent absentees and work with the Designated Safeguarding Lead to ensure concerns are dealt with promptly.
- Work with pastoral staff and SLT to improve punctuality.
- Liaise with pupils, families and professionals on attendance issues.
- Ensure the necessary measures are in place and that parents and carers are informed of lateness and absence.
- Promote the importance of good attendance and punctuality across the school through a range of strategies, e.g. assemblies, rewards, letters home etc.
- Keep the attendance spreadsheet updated to enable analysis of attendance and punctuality.
- Advise the school and lead on strategies to promote the regular and punctual attendance of pupils.
- Work on initiatives which raise the awareness of the importance of school attendance.
- Attend workshops and meetings with RLT attendance leads where appropriate.
- Ensure the attendance of identified vulnerable pupils is checked at the earliest opportunity and that there is an appropriate response to non-attendance.
- Make regular contact with families in response to attendance referrals through contact home, coordination of home visits and / or meetings in school and keep accurate, clear and concise records of all interventions.
- Demonstrate a commitment to continuous professional development.
- Identify opportunities for professional development and undertake training opportunities where appropriate.
- Ensure relevant safeguarding policies and measures for all staff and pupils are in place and reviewed.
- Contribute to the updating of policies and procedures that relate to attendance.

Behaviour Mentor

Job Purpose

To assist with the provision of support for individual pupils with social and emotional behavioural difficulties, helping them to overcome barriers to learning inside and outside school, in order to achieve their potential

Behaviour mentors work with children on a one to one basis or in small or large groups.

Main Responsibilities

- To devise, implement and evaluate specialised programmes of work to encourage and promote a pupil's social, emotional and behavioural development.

- To work with teaching staff and / or other support staff in devising and implementing individual learning plans to promote pupils' academic, social, emotional and behavioural development.
- To plan and facilitate structured games and activities, to support pupils to make appropriate use of unstructured times.
- To plan and draw up approaches that could be used to support pupils both individually and within a group.
- To train and support identified school staff, by modelling approaches with a view to staff feeling confident and able to use the approaches following the withdrawal of the behaviour mentor.
- To work with individual pupils and groups within and outside the classroom setting.
- To be responsible for setting up, managing and maintaining a nurture room.
- Help pupils to manage and resolve conflict by using and teaching them a variety of strategies.
- To observe and monitor pupil progress, adapting an agreed approach to meet particular needs, recording and maintaining records of pupils' development and progress.
- Work effectively and collaboratively with teachers, support staff and external support as required to ensure effective provision for all our pupils.
- Under the direction of the Assistant Head for Inclusion, help to create criteria for identifying those pupils who need behaviour mentor support.
- Support the planning of reintegration of pupils following an extended absence or exclusion.
- Outreach to families whose home circumstances appear to present a significant barrier to successful learning, and work with parents to help the pupil achieve their targets.
- Monitor pupil progress before, during and after intervention to measure the impact of the intervention strategy on progress; include pupil evaluations.
- Maintain a record of evaluations as evidence of effective practice, support and guidance.
- Identifying, in association with school staff, pupils who would benefit from mentoring.
- Create a directory of resources, activities, organisations and support services which can be drawn upon by staff and parents to support pupils identified.
- Provide first aid as necessary (training is given).
- Undertake a range of administrative duties as relevant to the post.
- Participate as required in relevant training which has been identified by the members of the Senior Leadership Team (SLT). This will include a planned induction period.
- Ensure confidentiality is maintained at all times.
- Other duties relevant to the work of the post holder as required by the headteacher and / or SLT / Line Manager.

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. This job description may be amended at any time in consultation with the post holder.

Safeguarding Statement

Rose Hill Primary School and The River Learning Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role.