



The HENRY BEAUFORT School

At The Henry Beaufort School there are no limitations to individual success; we do not accept mediocrity or complacency
www.beaufort.hants.sch.uk

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eadteacher: Miss S Hearle

Attendance Mentor, Hampshire

APPLY BY:

Wednesday 23rd April 2025

INTERVIEWS:

Tuesday 29th April 2025

LOCATION:

Winchester, Hampshire

CONTRACT TYPE:

Fixed term - one year

START DATE:

September 2025

SALARY:

Grade C £24,405 – £25,430 full time equivalent – Actual £18,336 – £19,106

Do you want to be part of a school community on a journey from good to outstanding?

Do you want to make a difference to outcomes for all students?

We are looking for a skilled, committed, and passionate individual with experience with working with young people and really want to make a difference in the lives of young people. The successful applicant will understand our values and ethos and will demonstrate a strong desire to contribute to and deliver meaningful and effective support.

We are looking to appoint an Attendance Mentor to take responsibility for a number of important elements linking to attendance. You will be responsible in supporting improving school attendance and punctuality to school. The successful candidate will also be responsible for addressing internal absences and ensure students attend lessons successfully, prepared and ready to learn.

Experience of School Information Management Systems would be desirable but not essential.

- 32.5 hours per week (8.15am – 3.15pm) Monday to Friday, 39 Weeks per year (term time only)

If you would like to discuss this role, please contact emma.colebourn@staff.beaufort.hants.sch.uk

The school is committed to safeguarding children and promoting their welfare.

All successful candidates will be subject to a Disclosure and Barring Service check along with other relevant pre-employment checks.
Including an online search for all shortlisted candidates.

All Candidates shortlisted for interview will be subject to an online profile search in line with keeping children safe in education (KCSIE) recommendations.

JOB DESCRIPTION

- Ensure students attend lessons successfully, prepared, and ready to learn.
- To identify and implement intervention strategies to address and continually improve attendance and punctuality for targeted individuals to school
- Maintain accurate manual and electronic records on behalf of the school.
- Monitor and track attendance of all students. Regularly reviewing data to identify trends.
- Establish and maintain good relationships with all students, parents/carers, colleagues and other professionals
- Provide accurate and timely attendance and lateness reports to relevant colleagues, Heads of Years and other professionals to identify early trends and concerns
- Attend and participate in regular pastoral and support meetings

Attendance and Punctuality:

- Ensure students are present, punctual, and prepared for learning at the start of the day.
- Organising all administrative tasks pertaining to lateness, being the person on the 'late-gate' to register students and follow-up telephone calls/emails to parents on a daily basis regarding lateness.
- Follow up on students' absences and lateness by In-touch/telephone or other means, on a daily basis with guidance from relevant colleagues, making appropriate referrals.
- To ensure all unexplained absences are accounted for, seek the reason for absence via telephone or email, SMS if required. Particularly the PA/SA students.
- When students arrive to school, ensure they are prepared and ready to learn.
- Check on the attendance of lessons to students who are 'late' and ensure that they are ready to learn.
- Chase up, in conjunction with tutors, reasons for absence using agreed systems.
- Provide advice and support for students returning to school after a long period of absence.
- In collaboration with HOY, set up and prepare all documentation and chairing attendance improvement meetings with parents and relevant staff, regarding student absence and punctuality
- Identify individuals and/or groups of pupils that require additional support to improve their levels of attendance and punctuality.
- Identify and implement intervention strategies to address poor attendance and celebrate excellent attendance. The postholder will have a range of interventions available with the discretion to adapt or amend them as appropriate.
- Making home visits to pupils and parents/carers as appropriate (in partnership with the FSW).
- To work in partnership with the admin officer to ensure the Attendance policy is adhered to and letters are sent out as required
- Liaise with outside agencies, parents/carers, social services, other schools and/or organisations in relation to information on pupil attendance and punctuality.
- Supporting and checking on pupils who are out of school for any reason, for example, suspension or attending alternative provision.

Internal Truancy

- Support and address issues of specific students for internal truancy.
- Respond to 'on call' for missing students.
- Support students attending lessons, ensuring they are ready to learn.
- Organise a daily check on students at risk of truanting.
- Carry out periodical post-registration truancy.
- Be on duty during the 5 minute 'change over' to encourage students to be punctual to lessons.

General

- Daily liaison with HOYs and the Pastoral Team
- Report any welfare and/or child protection concerns as per school policies and procedures.
- Promoting and safeguarding the welfare of children and young people in accordance with the school's safeguarding and child protection policy.
- Undertake professional development activities to enhance personal development and job performance, through the provision of training and mentoring.
- Attend relevant school meetings, as well as any other meetings associated with this role.
- Supporting students in internal isolation during the afternoon sessions.
- Any other reasonable duties as required by the Line Manager and Headteacher.