



ATHENA
LEARNING TRUST

Attendance Mentors

Application Pack

Closing date:
13th March 2023

Interview date:
TBC

www.athenalearningtrust.uk





Job Title: Attendance Mentor

Start date: As soon as possible

School base: Atlantic Academy

Contract type: Fixed Term and Permanent opportunities available

Closing date: 13th March 2023

Interview date: TBC

Salary: Grade D, £11.88 - £13.17 (£22,925 - £25,405 FTE).

Actual salary £15,775 - £17,488.

Contract term: Range of hours up to 30 hours available

At Athena Learning Trust, we are committed to fostering a culture of diversity, equity, and inclusion in all aspects of our organisation. Our six schools - Altarnun Primary, Atlantic Academy, Bideford College, Egloskerry Primary, Launceston College, and Launceston Primary School - are dedicated to providing a learning environment where all students, regardless of their background or circumstances, have the opportunity to reach their full potential.

We believe that education is the key to unlocking a better future for all, and our mission is to support schools and their communities in achieving world-class education. With many years of experience in the field, we understand that knowledge brings freedom - freedom from illiteracy, innumeracy, and exclusion from learning. Our goal is to ensure that no one is left behind and we are passionate about helping schools reach their full potential.

Atlantic Academy are seeking attendance mentors to work within the attendance team to ensure identified students attend school regularly, arrive at school on time and start each day with a productive coaching period in order to improve the outcomes of these learners.

We are seeking applicants who are aligned with our values and have the talent and passion to deliver our vision successfully. You will be joining a team of dedicated individuals who are committed to fostering a positive school culture and community that encourages interaction, friendship, understanding, and cultural diversity among students and staff.

If you want to make a meaningful impact and support the leadership of the trust while taking advantage of the lifestyle that our beautiful coastal setting provides, we want to hear from you. Apply now and be a part of our dedicated team working towards a brighter future for all of our students.



Why us?

At Athena Learning Trust, we pride ourselves on creating an inclusive and diverse work environment where staff happiness and wellbeing are a top priority. As part of our team, you'll have access to a range of benefits, including:

- Competitive pay and opportunities for professional development, as we are a growing trust.
- Generous holidays and access to an outstanding local government pension scheme.
- Perkbox, our benefits scheme that offers a wide range of savings and perks.
- An Employee Assistance Programme to support your health and wellbeing
- On-site parking and a modern, well-equipped workplace.
- The option to participate in a nationally recognized cycle to work scheme
- Access to quality CPD to ensure professional success and personal satisfaction
- A team of dedicated staff who are passionate about supporting teaching and learning.
- A trust culture that values diversity, inclusion and is fair, developmental, and supportive of staff and pupils.

Join our team and be a part of an organisation that is committed to providing an excellent education for all students, regardless of their background or circumstances. Apply now and experience the difference in a rewarding and meaningful career in education.

Thank you for your interest in the position of Attendance Mentor at Athena Learning Trust.

If you have any questions, or if you would like a further discussion about the role, in the first instance please contact our People Operations team:

Tel: 01566 701683 E-mail: people@athenalearningtrust.uk



Job Description:

Job Title:	Attendance Mentor
Grade:	D
Responsible to:	Assistant Principal

Main Purpose of Job:

The attendance mentor will work within the attendance team to ensure identified students attend school regularly, arrive at school on time and start each day with a productive coaching period in order to improve the outcomes of these learners. They will work closely with the student support team members and senior leaders



Main Duties and Responsibilities:

- Ensure that all students within their portfolio arrive at school on time, ready to learn and engage with their coaching period.
- Develop resources to support the understanding of good attendance
- Support the development of a system of rewards to encourage and praise positive attendance
- Contact families of identified students not in attendance to identify barriers and work with them to overcome them.
- Build professional working relationships with families and students , including through home visits
- Transport students into school if they have not attended.
- Call parents of students in school within the portfolio to acknowledge their attendance and commitment to education and to build communication links
- Meet with the senior leader responsible for attendance, as well as other attendance team members to share successful strategies, frustrations and problem solve
- Meet with the senior leader/attendance officer to agree next steps and actions for the following day
- Improve measurable attendance outcomes within the pupil portfolio, making adjustments to strategies and plans as needed
- Establish constructive relationships and communicate with other teaching staff to support the attendance of pupils
- Participate in professional development and stay current with best practice
- Recognise own strengths and areas of expertise and use these to work collaboratively, advising and supporting others
- To comply with and assist with the development of policies and procedures
- Contribute to the overall ethos and aims of the school
- To be aware of and adhere to applicable rules, regulations, legislation and procedures including the Trust's Equal Opportunities Policy and Code of Conduct, national legislation (including Health and Safety, Data Protection).
- To maintain confidentiality of information acquired in the course of undertaking duties for the department.
- To undertake other duties appropriate to the grading of the post as required.



Person Specification

Qualifications:

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

Experience:

- Experience of working with pupils in a school environment is essential
- Experience of supporting/monitoring attendance as part of pastoral provision would be preferred but is not essential
- Experience working with students with diverse backgrounds and learning needs would be an advantage

Skills and Abilities:

- Excellent communication skills, both oral and written
- Strong ability to build professional relationships with students, parents, and staff
- Strong problem-solving and critical thinking skills
- Strong organisational skills with attention to detail and the ability to analyse attendance data to identify trends and patterns
- Strong ability to work independently and as part of a team
- Strong ability to work with technology and educational software

Personal Qualities:

- Emotionally resilient, tenacious and determined
- Passionate about pupil attendance and a strong commitment to improving student learning outcomes within the school
- Positive attitude and strong work ethic
- Ability to maintain high levels of confidentiality and professionalism

To apply:

To apply for this job, please complete the application form overleaf.



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 warmly invited.

Safeguarding Statement:

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 DBS clearance and appropriate pre-employment checks.

