



St Francis' Catholic Primary School
(part of Our Lady of Grace Catholic Academy Trust)
Maryland Park
London E15 1HB
Tel: 020 8472 3964
Email info@st-francis.olog.org.uk
www.st-francis.newham.sch.uk
www.ourladyofgraceacademy.org.uk



Job Description: Learning Mentor/Attendance Officer

Main purpose

The Learning Mentor/Attendance Officer will:

- Help pupils overcome barriers to learning, social development, and emotional well-being.
- Run one-to-one mentoring sessions or small group workshops for targeted students.
- Support children during transition periods, such as starting school or moving to secondary school.
- Build positive working relationships with parents and carers to encourage engagement.
- Work with teachers to create action plans for students needing extra pastoral care.
- Monitor daily school attendance and track patterns of absence or lateness.
- Contact parents on the first day of unexplained absence via phone calls or messages.
- Analyse attendance data weekly and monthly to spot trends or high-risk groups.
- Lead attendance meetings with families and set clear improvement targets.
- Manage formal attendance processes, including fixed-penalty warnings or referrals, in line with local policies.

Duties and responsibilities

Teaching and learning

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND)
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities
- Support the teaching of a broad and balanced curriculum aimed at pupils achieving their full potential in all areas of learning
- Use effective behaviour management strategies consistently in line with the school's policy and procedures
- Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment
- Observe pupil performance and pass observations on to the class teacher
- Supervise a class if the teacher is temporarily unavailable
- Use ICT skills to advance pupils' learning
- Undertake any other relevant duties given by the class teacher
- To work on a one to one, small group and whole class basis as required
- Lead an educational/extra-curricular club where necessary

Planning

- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role
- Read and understand lesson plans shared prior to lessons, if available
- Prepare the classroom for lessons



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Working with pupils

- With teaching and other staff, to participate in the comprehensive assessment of all children, including first language assessment.
- To integrate, including socialisation of, pupils into their classes.
- To identify, with other staff as appropriate, those pupils who would benefit from a longer period with a learning mentor and draw up and implement an action plan.
- Provide in class 1:1 support as necessary
- To develop a 1:1 mentoring relationship with pupils for whom this support is judged appropriate.
- To organise and run activities outside the taught day but within normal working hours of the Learning Mentor in accordance with the purpose of the job.
- To prepare and carry out small group work for pupils.
- In liaison with other staff, to compile and consider attendance information and take follow up action in accordance with the school's procedures.

Working with families

- To establish good working relationships with pupils and parents.
- To maintain regular contact with parents and carers of identified pupils keeping them informed of pupils' needs and progress and assisting them in forming links with the community.
- To seek to develop the relationship between the school and the home and the participation of parents/carers in school life and their support for its work.
- To arrange meetings with parents on an individual basis as appropriate to support the development of parenting skills.
- To provide/access training sessions for parents on a range of areas to support their children's learning.
- To provide advice to individual parents/carers in relation to supporting their child's specific learning needs at home.

Working with Staff

- To attend and contribute to reviews and planning meetings and monitor targets for individual pupils.
- To take part in in-service training and other meetings as directed.
- To work with staff in developing strategies for managing pupils' behaviour.
- To liaise effectively with other staff in school who work with particular groups of pupils eg. SEN, EAL, disadvantaged, more able, etc.

Other Responsibilities

- To assist in delivering pastoral and attendance support to pupils by recording, monitoring and analysing attendance records.
- Collaboratively work to reduce the percentage of PA (Persistent Absence) and lateness at the Academy/School
- Generate weekly attendance data every week for the Attendance Lead highlighting attendance trends and patterns and significant group data.
- Generate daily, weekly and yearly attendance data using tracker and create year group comparisons from data.
- Prepare and deliver a half-termly report on attendance and pastoral care to Governors.
- Send letters and arrange parental meetings with attendance concerns.
- Organise attendance awards.



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- To contribute appropriately to school policies on behaviour management.
- To undertake such other duties, that may reasonably be required from time to time.
- Supervise playtimes and playground leaders scheme.
- Fulfil role as Well-Being First-Aider.
- Act as school representative for families TAF and CIN level in multi-agency meetings.
- Carry out the procedures under the school's Safeguarding Children's Policy, directed by the Child Protection Officer.
- Run extracurricular clubs within the school.
- Maintain detailed records.
- To carry out home visits/delivery of children to support services in order to completely fulfil the main roles and responsibilities contained within the whole job description.
- Support the school's Designated Teacher for LAC (Looked After Child); attend meetings and deliver reports to relevant agencies

Health and safety

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and our school's child protection policy
- Look after children who are upset or have had accidents
- To undertake first aid duties as required, with full training provided

Professional development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures

Other areas of responsibility

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Promote the safeguarding of all pupils in the school

The Learning Mentor/Attendance Officer will be required to follow school policies and the staff code of conduct.

Please note, this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Learning Mentor/Attendance Officer will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher or line manager.



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Person specification

criteria	Qualities
Qualifications and training	- GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and Maths - Full and relevant Level 3 qualification - Certificate in National Learning Mentor Training is desirable - First-aid training, or willingness to complete it
Experience	- Experience working in a school environment or other educational setting - Experience working with children / young people - Experience planning and delivering learning activities - Experience in motivating students and promoting high expectations with students - Experience in using data to analyse performance, track progress, and inform decision making
Skills and knowledge	- Good literacy and numeracy skills - Good organisational skills - Ability to build effective working relationships with pupils and adults - Skills and expertise in understanding the needs of all pupils - Knowledge of how to help adapt and deliver support to meet individual needs - Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils - Excellent verbal communication skills - Active listening skills - The ability to remain calm in stressful situations - Knowledge of guidance and requirements around safeguarding children - Good ICT skills, particularly using ICT to support learning - Understanding of roles and responsibilities within the classroom and whole school context
Personal qualities	- Enjoyment of working with children - Sensitivity and understanding, to help build good relationships with pupils - A commitment to getting the best outcomes for all pupils, and promoting the ethos and values of the school - Commitment to maintaining confidentiality at all times - Commitment to safeguarding pupil's wellbeing and equality - Resilient, positive, forward looking and enthusiastic about making a difference - Capacity to inspire, motivate and challenge children and young people



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This job description will be reviewed annually as part of the performance management review process, or more frequently if necessary. It may be amended at any time after consultation with the Head Teacher and post holder.

This Job Description was agreed on.....

Headteacher..... Date.....

Post holder.....Date:.....