

# Priory Academy/Dunstable Icknield Lower School

## Job Description

Attendance Mentor / Inclusion Attendance Worker

Grade: H4  
Hours: 30 hours per week term time + INSET

Responsible to: School Pastoral Lead

Job purpose:

To improve attendance, punctuality and behaviour of identified pupils, particularly those eligible for Pupil Premium (PP) and those with Special Educational Needs and Disabilities (SEND), through mentoring, family engagement, and targeted interventions. The role focuses on removing barriers to attendance and supporting pupils to re-engage positively with school.

Main areas of Responsibility

- Work with identified PP and SEND pupils with low attendance or persistent absence
- Build positive, trusting relationships with pupils to improve engagement
- Provide 1:1 mentoring, check-ins, and emotional support
- Develop individual attendance support plans
- Act as a key point of contact for families of targeted pupils
- Carry out home visits where appropriate
- Support parents/carers in addressing barriers to attendance (e.g. anxiety, routines, transport)
- Signpost families to external support services where needed
- Support with identifying underlying causes of absence (e.g. anxiety, unmet SEND needs, safeguarding concerns)
- Work closely with SENDCo, pastoral staff, and safeguarding leads
- Implement and monitor interventions (e.g. reduced timetables, morning routines, safe spaces)
- Track attendance of targeted pupils daily/weekly
- Respond quickly to absence with same-day contact where appropriate
- Support reintegration after absence
- Work alongside the Attendance Officer (who handles compliance and systems)
- Liaise with form teachers, Heads of Year, SENDCo, and external agencies
- Attend relevant meetings (e.g. pastoral, safeguarding, TAC meetings)

- Support whole-school attendance initiatives
- Encourage a culture of belonging and engagement for vulnerable pupils