

The Bemrose School

Post 16 Progress and Attendance Mentor

Job Description

Weekly hours	By arrangement 8am to 4pm
Weeks p.a.	Term time 39 weeks + 2 weeks (NB The additional 2 weeks will be to support A Level and GCSE results day, preparation for these days and Year 12 enrolment and any other activities agreed with their line manager.)
Lunch break	A flexible lunch break between 20 minutes and 40 minutes negotiated with line manager.
Managed by	Appropriate Line Manager

Summary of role:

- To provide high-quality academic mentoring to post 16 pupils and to monitor and evaluate its impact.
- To develop and implement strategies which contribute towards effective learning, behaviour, attendance and achievement.
- Monitor and promote excellent attendance, punctuality and engagement across the Post 16.
- To promote the exceptional use of independent study time by supporting the development of study skills, routines and learning habits.
- To contribute to a healthy, safe, happy and challenging environment in which pupils work hard, develop mutual respect for each other, grow in maturity and achieve their potential
- To support the safeguarding and welfare of Post 16 pupils in line with the school's policies and practices.
- To inspire, challenge and motivate pupils.

Job Description

1. Academic Mentoring and Progress Support:

- a. Provide one-to-one and small-group mentoring to pupils requiring academic support.
- b. Support pupils to develop effective study skills, revision strategies, organisation and independent learning habits.
- c. Monitor academic progress and identify pupils at risk of underachievement.
- d. Work with subject teachers and tutors to implement targeted intervention strategies.
- e. Support pupils to set ambitious but realistic academic targets and review progress regularly.
- f. Encourage high aspirations and support pupil to take responsibility for their own learning.
- g. Support pupils in preparing for assessments, examinations and coursework deadlines.
- h. Support disadvantaged and vulnerable pupils to achieve positive academic outcomes.

2. Pastoral Support and Pupil Wellbeing:

- a. Build positive and professional relationships with pupils, acting as a trusted adult and key point of contact.
- b. Provide pastoral support to pupils experiencing personal, social or emotional difficulties.
- c. Support pupils in developing resilience, confidence, motivation and self-esteem.
- d. Help pupils navigate challenges that may impact their learning, attendance or wellbeing.
- e. Signpost pupils to appropriate internal and external support services when required.
- f. Contribute to safeguarding and pupil welfare procedures in accordance with school policies.
- g. Promote positive behaviour, attendance, respect and high expectations across the Post 16.
- h. Support the successful transition of pupils into Post 16 and throughout their post-16 journey.

3. Attendance and Engagement Support:

- a. Monitor daily attendance, punctuality and lesson engagement of Post 16 pupils.
- b. Identify patterns of absence, persistent absence and declining attendance, taking proactive steps to address concerns.
- c. Conduct attendance meetings with pupils and agree individual improvement targets and action plans.
- d. Liaise with parents/carers regarding attendance, punctuality and engagement concerns.
- e. Work alongside the Attendance Team, Head of Post 16 and pastoral leaders to implement attendance interventions.
- f. Support pupils in overcoming barriers to attendance, including personal, social, emotional and organisational challenges.
- g. Celebrate and promote excellent attendance through recognition and reward initiatives.
- h. Monitor pupil retention and support students who may be at risk of disengagement from their study programme.

4. Careers, Aspirations and Progression:

- a) Encourage pupils to develop ambitious plans for higher education, apprenticeships and employment.
- b) Support pupils in accessing enrichment, work experience and careers-related opportunities.
- c) Assist with university, apprenticeship and employment application processes where appropriate.
- d) Promote pupil participation in wider Post 16 activities, leadership opportunities and enrichment programmes.