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| Post Title | Attendance Support Leader | Reports to | Headteacher |
| Hours per week | Full time | Weeks per year | Term time |
| Contract type | Permanent | Salary | £19,080 - £22,260 |

| Job Description |
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| <p>School Overview</p> <p>The White House School is an Independent Specialist school. We are part of an ethical and progressive organisation that believes it can achieve real change for pupils and their families. The White House School is situated within BCP local authority and offers a specialist learning provision which emphasises the development of core academic understanding, encourages creativity, celebrates outdoor learning and promotes the growth of essential life skills. We aim to establish a safe, creative and vibrant environment where children feel challenged and supported in their learning, achieving high levels of wellbeing and academic success. We aim to nurture and develop mutual respect, tolerance, teamwork, perseverance, kindness and good manners.</p> |
| <p>Purpose of the Role</p> <p>We are seeking a dedicated and compassionate Attendance Support Leader to join our team. The purpose of this role is to provide targeted support for children experiencing emotional-based school avoidance (EBSA), ensuring they are effectively re-engaged with education through carefully planned and personalised transition strategies. The post-holder will take a lead on monitoring attendance across the school, identifying patterns of concern, and coordinating timely interventions. A key aspect of the role involves working closely with families to build trust, offer support, and facilitate communication between home and school. Additionally, the Attendance Support Leader will oversee our nurture (off-site) provision, ensuring it provides a safe, structured, and therapeutic environment that supports pupils' social, emotional, and academic needs, and promotes a successful return to school.</p> |
| <p>Key Accountabilities & Duties</p> <p>As Attendance Support Leader, you will:</p> <ul style="list-style-type: none"> • Provide outreach home visits to support the emotional wellbeing of pupils and act as a link between home and school. • Complete safe and well checks for pupils unable to attend school. • Deliver home learning sessions if required. • Transport pupils to and from school or other specified locations. • Write reports for teachers and the leadership team to support attendance planning and intervention. • Deliver 1:1 coaching and emotional support sessions tailored to pupil needs. • Provide support and guidance to parents and carers. • Implement agreed pupil support requirements and assist with education plans in collaboration with teaching staff. • Monitor, report on, and implement strategies to enhance attendance school-wide. • Liaise with pupils, families, and previous or future schools during pupil transitions. |

- Help create a purposeful and nurturing learning environment.
- Build positive working relationships with pupils and act as a professional role model.
- Assess, record, and report on pupil development and progress, adapting support accordingly.
- Provide academic and pastoral support aligned with pupil needs and school procedures.
- Help create an outstanding pupil experience that fosters wellbeing and academic progression.
- Oversee our 'Nurture' provision – supporting the arranging of off-site education and following all associated plans and risk assessments.
- Liaise with pupils, families and schools of joining and leaving pupils.
- To help create a purposeful and supportive learning environment
- Establish productive working relationships with pupils, acting as a role model.
- Assess, record and report on development, progress and attainment and use this knowledge and understanding to extend and challenge pupils' learning
- Provide academic and pastoral support to pupils in accordance with agreed procedures
- Create an outstanding pupil experience which leads to progression

As a member of staff, you will:

- Ensure that your practice and conduct is consistently of a high standard.
- Manage pupil issues within agreed protocols.
- Undertake such other reasonable duties as the Headteacher may require from time to time and review this Job Description annually with the Headteacher.
- Participate in the school's appraisal and supervision process and to undertake any training that may be appropriate.
- Support and promote our school ethos and approach.
- Take appropriate responsibility to ensure the health and safety of self and others.
- Adhere to the Staff Handbook and Code of Conduct.
- Pursue the achievement and integration of equal opportunities throughout all The White House School's activities.
- Uphold our safeguarding culture of vigilance at all times, ensuring the safeguarding of pupils is always of paramount importance and follow the school's safeguarding and child protection policy.

Duties falling within the scope of designated contact hours:

- Carry out home visits and safe and well checks.
- Deliver home learning sessions when required.
- Produce detailed reports on attendance patterns and interventions.
- Provide ongoing 1:1 support for pupils and maintain accurate notes.
- Support parents and liaise with external agencies such as CAMHS and Social Care.
- Support transition of new pupils in collaboration with the Admissions Manager.
- Facilitate successful transitions for pupils leaving the school.
- Supervise and engage pupils during break and lunchtimes, including leading activities.
- Support and attend enrichment activities, including school trips and educational visits.
- Complete administrative duties relevant to pupil engagement, attendance, and progress.
- Contribute to parent and local authority reports, including SEND Annual Reviews.

- Attend and participate in staff meetings and CPD events.
- Collaborate with therapy staff and other specialists to ensure a high level of provision is maintained.

The above list of duties is not exhaustive and is subject to change. The post holder may be required to undertake other duties within the scope and grading of the post.

Equal Opportunities

The White House School will seek to ensure that all existing and potential employees and pupils are given equal opportunities for employment and education. It is committed to the elimination of unlawful or unfair discrimination on the grounds of sex, age, marital status, race, nationality or other ethnic or national origin, disability, sexuality, trade union membership or activity and religious background.

The school will seek to ensure that no applicant for employment or education is disadvantaged by conditions or requirements which cannot be justified. The school aims to provide an open welcoming and safe environment for all its pupils, employees, and visitors.

Safeguarding

The White House School is committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974; pre-employment checks will be conducted; references will be sought, and successful candidates will be subject to an enhanced DBS check and other relevant checks with statutory bodies.

We comply with the Disclosure & Barring Service (DBS) code of practice and have a written policy on the recruitment of ex-offenders, both of which are available on request. If you are shortlisted, you will be required to declare any relevant convictions, adult cautions or other matters which may affect your suitability to work with children. As a result of amendments to the Rehabilitation of Offenders Act 1974 (exceptions order 1975) in 2013 and 2020, some minor offences are now protected (filtered) and should not be disclosed to potential employers, and employers cannot take these offences into account.

| Person Specification | | |
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| Criteria | Essential | Desirable |
| Knowledge | <ul style="list-style-type: none"> • Knowledge and understanding of neuro-developmental conditions (e.g. Autism, ADHD) • Knowledge and understanding of Special Educational Needs and Disabilities • Knowledge of both primary and secondary school curriculum and processes • Knowledge of strategies that support pupils' positive | <ul style="list-style-type: none"> • Delivering lessons to whole classes, following a lesson plan • Knowledge of assessment practices |

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| | behaviour | |
| Experience | <ul style="list-style-type: none"> ● Experience of working with autistic children, young people or adults ● Experience of working with children, young people or adults who have additional needs ● Experience of working as a Family Outreach Worker, Pastoral Lead or similar. ● Experience of organising off-site visits and carrying out risk assessments | <ul style="list-style-type: none"> ● Experience of specialist settings ● Experience of small class support and teaching |
| Skills | <ul style="list-style-type: none"> ● Ability to deliver engaging sessions ● Ability to work well with others and independently ● Attention to detail ● Flexibility and openness to change ● Excellent communication skills ● Good written skills | <ul style="list-style-type: none"> ● Ability to build effective relationships with parents/carers and other professionals |
| Personal attributes | <ul style="list-style-type: none"> ● Sensitive and understanding ● Trustworthy ● Punctual and reliable ● Resilient ● Confidence ● Proactive and innovative ● Ability to problem solve | <ul style="list-style-type: none"> ● Good sense of humour and team spirit! |
| Qualifications | <ul style="list-style-type: none"> ● GCSE or equivalent in English and Maths at Level 4 (Grade C) or above. | <ul style="list-style-type: none"> ● Honours undergraduate degree |
| Other requirements | | <ul style="list-style-type: none"> ● Full manual transmission driving license |

Further Information

This Job Description and Person Specification are current as of June 2025. In consultation with you, it is liable to variation to reflect changes in the job. If you have any queries relating to your Job Description and/or Person Specification, please consult the Headteacher.