



## **Job Description**

### **Attendance and Special Educational Needs Co-ordinator**

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#### **Job Title**

Attendance and SEN Coordinator

#### **Location**

124, Kilmore Road, Lewisham, London

#### **Reports To**

Operations Manager

#### **Contract Type**

Part-time 25 hours a week term time only

#### **Salary**

£31,800 (pro rata, term time only)

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### **About Young Lewisham Project**

Young Lewisham Project is a youth-focused alternative provision and support service working with young people who may face barriers to education, engagement, wellbeing, and positive outcomes. We provide creative, therapeutic, and educational support for young people, including those with Special Educational Needs (SEN), social, emotional and mental health needs (SEMH), and those at risk of exclusion.

Our work focuses on building confidence, improving attendance and engagement, reducing risk-taking behaviours, and supporting young people to achieve positive futures.

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### **Purpose of the Role**

We are looking for an organised, proactive, and compassionate Attendance and SEN Coordinator to support young people accessing the Young Lewisham Project.



# YOUNG LEWISHAM PROJECT

124 Kilmore Road-Forest Hill  
London SE23 2SR  
Tel: 02082919771 or 07305052486  
Website: [www.younglewisham.org.uk](http://www.younglewisham.org.uk)  
Email: [info@younglewisham.org.uk](mailto:info@younglewisham.org.uk)

The role will focus on monitoring attendance, supporting SEN provision, maintaining accurate student records, and coordinating communication between schools, families, professionals, and external agencies. The successful candidate will play a key role in ensuring young people receive consistent support and that all reporting and documentation is completed to a high standard.

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## Key Responsibilities

### Attendance & Student Monitoring

- Monitor and track student attendance, punctuality, and engagement.
- Follow up daily absences and maintain accurate attendance records.
- Identify patterns of low attendance or disengagement and escalate concerns appropriately.
- Support attendance improvement strategies and intervention plans.
- Produce attendance reports for schools, commissioners, and internal review meetings.

### SEN Coordination & Student Support

- Support the delivery of provision for young people with SEN and EHCPs.
- Maintain up-to-date student files, support plans, and intervention records.
- Track progress, wellbeing, behaviour, and outcomes for students.
- Assist with annual reviews and SEN documentation where required.
- Liaise with schools, SEN teams, social workers, parents/carers, and external professionals.

### Multi-Agency Working

- Attend and contribute to multi-agency meetings, reviews, and professional discussions.
- Build positive relationships with schools, local authorities, and partner organisations.
- Share relevant updates and information professionally and appropriately.
- Support safeguarding and welfare procedures in line with organisational policy.

### Reporting & Administration

- Produce clear and professional termly reports on student progress and engagement.
  - Maintain accurate behaviour, safeguarding, and intervention records.
  - Ensure confidentiality and GDPR compliance across all documentation.
  - Support data collection for monitoring, evaluation, and funding purposes.
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## Person Specification

### Essential

- Experience working with young people within SEN, alternative provision, youth work, education, or pastoral settings.
- Understanding of SEN, SEMH, and barriers to engagement.
- Strong organisational and administrative skills.
- Experience maintaining records and producing reports.
- Confident communicating with professionals, families, and external agencies.
- Ability to manage multiple priorities and deadlines.
- Good IT skills including Microsoft Office and data management systems.
- Understanding of safeguarding and child protection responsibilities.

### Desirable

- Knowledge of EHCP processes and annual reviews.
- Experience working within alternative provision settings.
- Experience supporting attendance and behaviour interventions.
- Knowledge of local services within Lewisham and surrounding boroughs.

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## Personal Qualities

- Calm, empathetic, and approachable
- Reliable and highly organised
- Solution-focused and proactive
- Able to work independently and as part of a team
- Passionate about improving outcomes for young people

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## Safeguarding Statement

Young Lewisham Project is committed to safeguarding and promoting the welfare of children and young people. All staff are expected to share this commitment. The successful applicant will be subject to an enhanced DBS check and appropriate references.