

JOB TITLE: Attendance Assistant

ACCOUNTABLE TO: Central Administration Manager

JOB PURPOSE: To have responsibility for analysing student attendance and punctuality data. Identify urgent concerns, work with college support Teams to ensure an appropriate process is followed to improve student attendance.

KEY RESPONSIBILITIES

- Monitor vulnerable groups attendance and punctuality to identify emerging concerns, taking appropriate action
- Monitor the weekly attendance and progress of students on Health & Wellbeing Plans; arranging reviews where appropriate
- Monitor the daily attendance of 'at risk' safeguarded students and alert relevant DSL to concerns
- Monitor the daily attendance of EHCP, Care Leavers and CLA students, alerting key staff to concerns
- Monitor the attendance of students with an active risk assessment and alert appropriate staff (Designated Safeguarding Lead(DSL)/Welfare & Skills(WS)/ Heads of Studies(HOS)) to concerns
- Identify errors within any vulnerable group attendance data and work with MIS Team/PPM/Teachers to have this urgently rectified
- Arrange and participate in home visits as appropriate for students when the College is concerned about non-attendance, as directed and supported by DHOS/HOS, Safeguarding Director, Head of Welfare and Skills and ELT to attempt to re-engage them
- Work with the PPM, Welfare and Skills and Curriculum Teams to ensure students who require intervention for poor attendance or punctuality receive it in a timely and appropriate way
- Support the process of monitoring health and wellbeing plans for identified students, ensuring attendance barriers to learning are minimised and appropriate work completion/progress enabled
- Communicate with student next of kin to support student attendance under the guidance of DHOS/HOS, Safeguarding Team, Head of Welfare and Skills and ELT

- Contribute to the implementation strategies and initiatives to promote good attendance across the college
- Ensure all safeguarding concerns are promptly reported in line with college policy and statutory guidance
- To refer and signpost students for more specialist support within college as required
- To make records of interactions with students, next of kin, external agencies in a timely, factual, and objective manner bearing in mind the different audiences of these records
- To act as a positive role model for students
- To contribute to college consultation and advice events for students and their parents/carers, several of which are evening events
- To contribute to general administration requirements within the portfolio of Associate Principal (Students and Welfare)

GENERAL RESPONSIBILITIES

- To ensure the adherence to the College's policies and procedures, including but not limited to the safeguarding of, and promotion of, the welfare of students
- To ensure the application of the College's Single Equality Scheme including valuing diversity and promoting equality
- To implement the College's Health & Safety policy and procedures within the post holders own area of responsibility
- To support, promote and operate in line with the College mission and values
- Commitment to the continuous improvement of services offered by the College
- Any other reasonable duties commensurate with the role as required

NOTES

- The above job description outlines the key responsibilities. It is not exhaustive and the tasks associated with the key responsibilities can be expected to change over time
- The post holder will be expected to undertake such other duties, within the general scope of the post, as may be required from time to time by the Principal (subject to the terms of the postholder's contract of employment)
- The nature of the work involved in this role will on occasions require some flexibility over hours of work to facilitate meetings and other interactions with parents/carers.

PERSON SPECIFICATION

Attribute	Criteria	Method of Assessment
Education & Qualifications		
GCSE Grade C or above in Maths and English or equivalent	Essential	Certs/App Form
A minimum of 2 A levels or equivalent	Desirable	Certs/App Form
Qualification in guidance, mentoring, youth work, counselling or other related area	Desirable	Certs/App Form
Experience, Knowledge & Abilities		
Experience of working with young people	Essential	App Form/Int
Experience of working in a Post 16 education setting	Desirable	App Form/Int
Experience of working in one of the following areas educational support, youth work or careers guidance	Desirable	App Form/Int
Ability to work with young people in a friendly and professional manner	Essential	App Form/Int
Ability to work effectively in a team	Essential	Int
Excellent communication skills, both verbally and in writing	Essential	App Form/Int
Ability to use own initiative	Essential	App Form/Int
Strong planning and organisational skills	Essential	App Form/Int
Capacity to work under pressure and without direct supervision	Essential	Int
Confident and competent in the use of IT in a working environment	Essential	App Form/Test
Able to operate from both campuses and able to visit residential addresses as required	Essential	App Form/Int
Interpersonal Skills & Qualities		
A positive attitude towards students and commitment to their success	Essential	App form/Int
An enthusiastic, energetic and good- humoured approach to challenges and problems	Essential	App form/Int
Willing to be flexible in approach to work	Essential	Int
Calmness under pressure	Essential	Int
Committed to the development of own skills	Essential	Int