

Job Description

Group Member:		Leeds City College	
Job Title:		Attendance & Engagement Administrator	
Reports to:		Engagement Leader	
Job Grade	LEG A	Department	14+ Academies

ROLE SUMMARY:

To assist in the day-to-day co-ordination of the 14+ Academies, sitting as part of the Engagement Team. The Engagement Team is all about making sure the learners are able to attend by removing barriers to their commitment (attendance and punctuality), their mental health and emotional wellbeing as well as any accessibility issues (FSM and travel). Included in this is making sure we have the information we need to be able to support the young person. What also falls into this strand is our strong partnerships with parents/carers.

SPECIFIC ROLE RESPONSIBILITIES:

1. To assist in the day to day co-ordination of the 14+ Academies.
2. Provide a friendly, professional and efficient first point of contact to learners, their parents/carers as well staff and other professionals contacting or visiting the 14+ Academies.
3. To work with the engagement team to assist with learner recruitment, attendance and data tasks and operations.
4. To liaise with vocational area departments and help coordinate the vocational days that our learners attend.
5. To provide coordination and administration provision to the 14+ Academies such as taking minutes, photocopying, letter writing, scanning and filing.
6. Assist with the administration of FSM (Free School Meals) and travel support to learners as well as liaising with local authorities regarding areas such as Admissions, Free School Meals, Exclusions and Electively Home Educated learners.
7. Ability to participate in evening/weekend work as required.

CORE RESPONSIBILITIES:

1. To assist in the coordination of learner recruitment including applications, interviews and associated tasks and data.

2. To play a key role in the attendance strategy at the 14+ Academies including liaising with other team members and SLT to monitor and record attendance as well as speaking with learners and their parents/carers.
3. To work with and assist the coordination team on all data related matters (such as attendance, enrolments and exams) on differing systems including ProMonitor, ProSolution as well as Google and Microsoft systems.
4. Attend meetings where required such as disciplinary and pre-disciplinary, attendance contract meetings and general staff meetings.
5. Assist the SLT in providing a vibrant social media presence by developing and posting content to our Instagram, twitter and Facebook feeds.
6. To assist on the 14+ Academies learner recruitment strategy and process which includes open events, applications, interviews and associated data.
7. To play a major role on all aspects of attendance and engagement ensuring appropriate interventions are implemented.
8. Liaising with other teams to ensure coding of registers is correct and follows DfE guidelines.
9. Attend meetings where required such as disciplinary and pre-disciplinary, attendance contract meetings and general staff meetings as well as managing that day-to-day administrative tasks are complete.
10. Attend meetings with external stakeholders, organisations and authorities including multi-agency meetings and AIP's.
11. To contribute to wider whole 14+ Academies policy making as appropriate.
12. Contribute to the development of systems and processes to continually improve services.
13. Managing central inboxes and responding to email queries.
14. Supervise the 14+ Academies duties where required, which may include breakfast club, breaks, lunches or after school sessions.
15. Attend meetings and undertake exam invigilation duties when required.
16. Plan, participates in and support educational visits and outings to enhance the learner experience.
17. To complete all administrative tasks in a timely and accurate manner meeting deadline when set.
18. Take part in the 14+ Academies Staff Development Programme including attending training days and twilights.
19. To act as a role model to others, demonstrating high standards of professionalism in all aspects of the role.
20. Any other suitable and appropriate duties as determined by the line manager.
21. Any other duties that are specific to the department.
22. Assistance in the preparation, support and participation of examinations and invigilation across the Group.

GENERAL LUMINATE EDUCATION GROUP RESPONSIBILITIES FOR ALL STAFF:

- Maintain and update knowledge of the subject/professional area and co-operate in any staff development activities required to effectively carry out the duties of the post.
- Comply with safeguarding procedures, including the promotion of the welfare of children and vulnerable adults.
- Comply with all relevant policies and procedures.
- Act with honesty and integrity to maintain high standards of ethics and professional standards.
- Use and promote restorative practice approaches.
- Comply with all legislative and regulatory requirements.
- Promote a positive image of the Luminate Education Group and member organisations.
- Any other duties commensurate with the level of the post, which may be required from time to time.
- Embody the Group's Values:

Kindness

Creating communities where people can be authentic and true to themselves with support, trust and guidance from those around them

Ownership

Using our robust business planning model to allow areas to have clear ownership over their vision and performance

Enjoyment

Fostering environments that enable staff and students to be brave, interact and have fun

Collaborative

Proactively seeking opportunities to create synergies and positive outcomes for all

Passion

Encouraging all to have aspiration and passion in everything they do.

Creative

Always hungry to learn and looking ahead so we can be responsive

Person Specification

Job Title:	Attendance & Engagement Administrator – 14+Academies
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The specific qualifications, experience, skills and values that are required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criteria is marked with whether it an essential or desirable requirement and at which point in the recruitment process it will be assessed.

Methods of Assessment:

A = Application Form, I = Interview, T = Test or Assessment, P = Presentation,
C= Certificate, MT = Micro Teach

Qualifications and Attainments		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	Q1. English and Maths at Level 2.	A / C
D	Q2. Appropriate degree/qualifications which may be applied to the role.	A / C

Experience and Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	EK1. Desire to work in an administration role.	A / I
E	EK2. Proven commitment to continuous professional development.	A / I
D	EK3. Experience of working in an educational setting.	A / I
D	EK4. Relevant experience, knowledge and skills to enable positive experiences and outcomes whilst working with pre-16 learners.	A / I
D	EK5. Experience of positively managing student progress and development including in areas of behaviour, attendance and attitude.	A / I

D	EK6. Wide experience of internal external partnership work including local authorities and other professionals.	A / I
D	EK7. Experience of leading on various projects/aspects required as part of the role including for example, recruitment processes and ongoing communication strategy.	A / I
D	EK8. Knowledge of government legislation on attendance and FSM for learners aged 14-16.	A / I

Skills and Competencies		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	SC1. Good standard of computer literacy, including Microsoft Office and Google applications.	A / I
E	SC2. Ability to engage, inspire and motivate students to achieve their potential.	A / I
E	SC3. Excellent interpersonal and communication skills.	A / I
E	SC4. Excellent organisational, time-management and administrative skills.	A / I
E	SC5. Able to work positively & effectively as a member of a team and on own initiative	A / I

Behavioural, Values and Ethos		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	B1. Support and promotion of equality, diversity and inclusion	A / I
E	B2. Promotion of a safe environment for children, young people and vulnerable adults to learn in	I
E	B3. Commitment to the PREVENT agenda	I
E	B4. Commitment to professional standards	I
E	B5. Commitment to restorative practice approaches	I