

Job Description

Job Title:	Attendance Officer (Adult, Community & ESOL) ACE
Location:	Enfield and other centres
Salary:	LC4
Reports to:	Programme Managers
Staff responsibilities:	None
Working hours:	37 Hours per week
Probation period:	6 months
Special conditions of the post:	
Safeguarding:	All posts are subject to an enhanced Disclosure and Barring Service check
Date of compilation:	22nd June 2020

CORE RESPONSIBILITIES:

1. To oversee and monitor the ACE department attendance data on a daily basis
2. To organise and arrange interventions with regards to attendance
3. To organise, attend and monitor home visits in order to promote high attendance and develop positive relations with parents
4. Provide a pastoral support service for students on a one-to-one and group basis to assist students experiencing barriers in their learning
5. To meet with external agencies to obtain support with difficult attendance issues
6. To address barriers to learning for a targeted group of individual students in order to enable them to achieve their full potential

DEPARTMENTAL RESPONSIBILITIES:

1. Deal effectively and professionally with telephone and face to face enquiries from staff and the public.
2. Create and maintain effective filing and computerised systems as required.
3. Assist with management of the attendance line and record absences including the updating of registers onto the College's MIS system.
4. Assist at enrolment and other college events, including evenings and weekends as required.
5. Support the Pastoral Team with 1:1 tutorials for a caseload of students, monitoring performance and setting SMART targets to ensure students succeed.
6. Provide information, reports, and statistical returns as required.
7. Maintain an overview of attendance and follow up absences immediately.
8. Attend team and staff meetings as well as case study meetings.
9. Being a Key Worker for individual students and their families/carers.
10. Engage parents/carers of students so that they have active involvement in the required improvements, whilst supporting them with parenting workshops.
11. Supporting the department in securing excellent attendance and improved self-management of the students.
12. Implement and sustain regular parent/carers and student meetings as part of the monitoring of the student's progress.
13. Create and initiate new ideas when dealing with targeting individuals or groups
14. Maintain accurate recording of all communications with parents, agencies and any other parties.
15. To work alongside the Safeguarding Team to implement safeguarding and the college Child Protection procedures
16. Seek out local agencies and support networks to build effective partnerships with the department and the parents/carers.

COLLEGE RESPONSIBILITIES:

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 and to participate in review and development schemes.

Comply with college safeguarding procedures, including the promotion of the welfare of children and vulnerable adults studying at the college and commitment to the college child protection policy.

Comply with all college policies and procedures

Reflect on and maintain knowledge of educational/professional research to develop evidence-based practice

Act with honesty and integrity to maintain high standards of ethics and professional standards.

Manage and promote restorative practice approaches and the strengthening of relationships.

Comply with all legislative and regulatory requirements.

Promote a positive image of the college.

Embody the college values: Collaborative; Inspiring; Passionate; Aspirational; Celebrate Individuality; Respectful

Any other duties commensurate with the level of the post, which may be required from time to time.

Job Description	
Compiled By:	Leeds City College
Compilation Date:	



Person Specification

Job Title:	Attendance Officer
Department	14 – 16 Skills Development Programme

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. Good general education at NVQ level 2 or equivalent including literacy & numeracy at Level 2	A / C
D	Q2. A designated safeguarding certificate or willingness to undertake	A/C
D	Q3. Appropriate training and / or a willingness to undertake training in supporting the needs of disengaged / disadvantaged students who may have emotional and behaviour problems	A / I
D	Q4. A Level 3 Vocational Area qualification and / or a willingness to undertake training	A / C
D	Q5. Mentoring Qualification	A / I

Experience and Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment
D	EK1. Experience of working with disengaged / disadvantaged young people in an educational setting	A / I / T
D	EK2. Experience of delivering 1:1 tutorials or developing action plans	A / I / T
D	EK3. Experience of student-centred approaches to learning and different styles	A / I
D	EK4. Experience of working with schools, parents and external support agencies	A / I

E	EK5. Experience of working with schools, parents and external support agencies	A / I
D	EK6. Ability to coordinate multiple projects in parallel and to deliver projects within tight deadlines	A / I / T

Skills and Competencies		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	SC1. Good standard of computer literacy, including Microsoft Office applications	A / I
E	SC2. Some knowledge of barriers to learning and ways to overcome them, particularly with disaffected young people	A / I
E	SC4. Excellent interpersonal and communication skills	A / I
E	SC5. Good organisational and administrative skills	A / I
E	SC6. 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	Support and promotion of equality, diversity and inclusion	I
E	Promotion of a safe environment for children, young people and vulnerable adults to learn in	I
E	Commitment to the PREVENT agenda	I
E	Commitment to professional standards	I
E	Commitment to restorative practice approaches	I