

Job Description and Person Specification



Attendance Mentor x 6 posts Fixed Term 30 June 2019

Salary:	£6,706 - £7,565 pa inclusive (18 hours per week) £9,313 - £10,506 pa inclusive (25 hours per week)
Hours:	3x 18 hours per week for 30 weeks per annum based at Isleworth 2x 25 hours per week for 30 weeks per annum based at Isleworth 1x 25 hours per week for 30 weeks per annum based at Feltham
Leave:	These posts are term time only, all leave should be taken when the College is not in session.
Reports to:	Attendance Project Manager
Location:	5 posts will be based at the Isleworth Campus on London Road 1 post will be based at the Skills & Logistics Centre in Feltham

The purpose of the post is:

- To manage and improve the attendance and punctuality of a case load of “*at risk*” students. You will need to develop an understanding of the barriers young people face and implement intervention strategies that result in improved attendance, in line with targets set. You will be required to rigorously monitor and measure the impact at the individual student level.
- Working with the “*at risk*” students, their parents and external agencies (as appropriate), you will develop individual action plans to support the students to make the attendance improvements required.
- Improve attendance within your designated area for the students in scope, resulting in a positive impact on 16-18 student retention and achievement.

The main duties and responsibilities are:

Specific duties:

1. Monitor student attendance and respond accordingly in line with West Thames College “*Our College Expects 100%*” agenda.
2. To ensure all registers are completed checking the accuracy, correct coding and no missing marks or unexplained absences remain.
3. Send agreed letters to students, parents, careers and external agencies in a timely manner.
4. Contact students and their parents by both telephone and email to find out reasons for non-attendance.

5. Work closely with key curriculums identified, attending meetings and responding to staff queries in a timely manner.
6. To input timely information i.e. exams, music trips, sporting events, work experience appointments, absence reports etc and to keep Learning Coordinators and staff updated.
7. To produce and interpret information relating to attendance patterns.
8. To provide updates of student attendance on a weekly basis to the Management team and Attendance Steering Group.

Core duties:

1. To monitor the attendance of vulnerable groups of students and liaise with staff within the department.
2. To contact all absent students within the case load given on a daily basis in line with the college Attendance policy.
3. To assist with the identification of students who will receive support in improving their attendance record.
4. To work with parents/carers and other agencies in improving their students attendance record and coordinating parental support and training where appropriate.
5. To work with a regular group of students using regular attendance checks and contact with parents/carers to improve levels of attendance.
6. To collate, maintain and update attendance data.
7. To produce regular reports for the Project Manager.
8. To work alongside relevant staff; contact SLA's, teachers, senior management, learning support assistants and external agencies to exchange information and determine appropriate levels of intervention.
9. Be aware of, and comply with, policies and procedures relating to Safeguarding, child protection, First Aid regulations, health, safety and security, confidentiality, data protection and other college procedures, reporting all concerns to an appropriate person.
10. Attend relevant meetings and participate in training and other learning activities and performance development as required, contributing to the overall ethos/work aims of the College.
11. Promote a positive image of the college in all contacts with students, employers and professional bodies.
12. Adhere and comply with the college financial regulations.

13. Carry out any other reasonably comparable duties that may be required from time to time.
14. Undertake additional duties at enrolment times as required, including occasional evening work.

Person Specification

Please study the items in this person specification carefully and when completing your application form try to describe your knowledge, skills and experience in terms of those particular items:

1. Possess Qualification in work linked with children and young people or be willing to undertake training gain relevant qualification.
2. Have experience of Work within an education/social care setting and or- work with young people and families
3. Be able to demonstrate an understanding of issues that may affect a student's ability to attend school and an understanding of issues linked to confidentiality.
4. Ability to communicate effectively with children and adults at all levels
5. Possess appropriate IT skills relevant to the post, including a basic knowledge of Microsoft Word and Outlook and the ability to complete searches on the Internet.
6. Ability to analyse data in relation to this post.
7. Be able to demonstrate excellent communication and teamwork skills
8. Have the ability to work independently with minimum supervision.
9. Be able to demonstrate the motivation and skills to support students with disabilities and/or learning difficulties and challenging behaviour in an educational setting.
10. Possess a Literacy and Numeracy qualification at Level 2
11. Be willing to undertake training and development as required within the role.
12. Have an awareness and understanding of equal opportunities
13. Have an awareness and understanding of safeguarding and prevent

Equal Opportunities

West Thames College champions excellence, integrity, equality and respect. This means we aspire to the highest achievements for our students and the best possible working environment for our staff.

The whole college community - women and men, younger and older, from different , social and ethnic backgrounds, a variety of faiths, cultures and languages, lesbian, gay and straight, disabled and non-disabled – we are all treated with the same respect and entitled to the same chances to succeed.

We champion diversity because we know that a rich mix of people makes the college a more productive and creative place to study and work.

And we champion equality because it is the right thing to do.

Closing date: 3 December 2018

Reference no: Attendance/18

Interview date: TBC

Conditions of Service

Contract: Fixed Term until 30 June 2019

Salary: £6,706 - £7,565 pa inclusive (18 hours per week)
£9,313 - £10,506 pa inclusive (25 hours per week)

Please note the salary range for this post is points 21 – 25 on the Support Staff scales.

Progression up the incremental pay scale is automatic and awarded on 1 April annually.

New entrants are placed on point 21

Where there is evidence of current earnings in excess of point 21, the applicant may be placed at the salary point higher than their current salary

Pension: Staff are entitled to participate in the Local Government Pension Scheme subject to its terms and conditions.

Annual Leave: This is a term time only appointment working 30 weeks per year. You are therefore required to be at College when it is in session. All holidays therefore should be taken during the College vacation.

Hours: 3x 18 hours per week for 30 weeks per annum based at Isleworth
2x 25 hours per week for 30 weeks per annum based at Isleworth
1x 25 hours per week for 30 weeks per annum based at Feltham

Probation: Employees who commence their employment between 1 September and 31 May inclusive will be subject to 26 weeks probation before their employment can be confirmed as permanent.

Employees, who commence their employment between 1 June and 31 August, and those with term time only contracts, will be subject to 36 weeks probation period before their employment can be confirmed as permanent.

The extended period of probation is ensure that there is an adequate period of “normal” working during which to provide support and assess an employee’s performance.

Disclosure The post will be offered subject to an enhanced Disclosure satisfactory to West Thames College which will be conducted by the Criminal Records Bureau.