

Job Description and Person Specification



Attendance Officer – Fresh start Fixed Term until 31 July 2019

Salary:	£8,493 - £9,581 pa inclusive
Hours:	18 hours per week for 38 weeks per annum
Leave:	This post is term time only, all leave should be taken when the College is not in session.
Reports to:	Alternative Provision Manager
Location:	This post will be based at the Main Campus on London Road, Isleworth however you may be required to work at the Skills & Logistics Centre in Feltham

The purpose of the post is: to work with 14-16 year old students on the alternative provision and work alongside key staff to promote excellent attendance, reduce levels of absence and work with students and families to promote high levels of attendance.

The main duties and responsibilities are:

Specific duties:

1. To ensure all registers are completed and no missing marks or unexplained absences remain.
2. To follow 14-16 Attendance Policy of 'first day contact' within the college.
3. To check and remind any necessary staff to complete registers.
4. To ensure all unexplained absences are accounted for or send letter requesting an explanation.
5. 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.
6. To check accuracy and correct coding on registers before printing off official registers and filing away on a termly basis.
7. To follow Attendance policy and send out letters as required.
8. To produce and interpret information relating to attendance patterns.
9. To provide updates for staff on student attendance.

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 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 Local Authority and copy to the relevant College Managers
8. To undertake home and school visits as appropriate.
9. To work alongside relevant staff, contact teachers, senior management, learning support assistants, Education Welfare Officer, Connexions to exchange information and determine appropriate levels of intervention.
10. Be aware of, and comply with, policies and procedures relating to child protection, First Aid regulations, health, safety and security, confidentiality, data protection and other college procedures, reporting all concerns to an appropriate person.
11. 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.
12. Promote a positive image of the college in all contacts with students, employers and professional bodies.
13. Adhere and comply with the college financial regulations.
14. Carry out any other reasonably comparable duties that may be required from time to time.
15. 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. Possess basic knowledge of First Aid, food hygiene and Health and Safety or be willing to undertake training.
13. Have an awareness and understanding of equal opportunities
14. 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: 10 October 2018

Reference no: 3ALT005

Interview date: to be confirmed

Conditions of Service

- Contract:** 18 hours per week for 38 weeks per annum
Fixed Term until 31 July 2019
- Salary:** £8,493 - £9,581 pa inclusive
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 38 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:** 18 hours per week for 38 weeks per annum.
- 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.