**Job Description**

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| **Post:** | **Attendance Officer** |
| **Salary/Grade:** | **Grade SSP4 - pro rata**  **(Actual salary £- £)** |
| **Working Hours:** | **Part-time, 15 hours per week, TTO** |
| **Responsible to:** | **Bursary and Senior Attendance Officer** |

**Main purpose of the post:**

* Promote high attendance at college through communications with students, parents/carers.
* Provide a specialist service to assist the College in meeting their targets in relation to college attendance and reducing persistent absence.
* To work closely with the Senior Tutor team in ensuring a coordinated approach to dealing with student absence.

**Main Duties:**

1. **Operational/Strategic Planning**
   1. Deal sensitively with student, parent and carer queries and concerns and signpost to other internal or external support services as appropriate.
   2. Discuss attendance issues with students, parents, carers and liaise with Senior Tutors regarding their attendance and other student related issues.
   3. Advise the college on strategies to promote the regular and punctual attendance of all students and assist with the implementation of the strategies.
   4. To support the implementation of an attendance reward system.
   5. Analyse absence data, identifying unexplained absences and checking/updating the college’s tracking and monitoring system (Cedar) in liaison with Senior Tutors, Senior Tutor Managers and the Safeguarding Team.
   6. Investigate the reasons for student absence by making appropriate enquiries.
2. **Staffing**
   1. Work collaboratively as part of a team to share good practice.
   2. Build strong working relationships with a range of teams cross college to ensure high quality and coherent services to students.
3. **Students**

**Safeguarding**

* 1. Commit to safeguarding and protecting the welfare of children and young people by ensuring effective implementation of the safeguarding policy/procedures and Prevent Strategy.

**Discipline**

* 1. Take responsibility for promoting good standards of behaviour and conduct in students by implementing and monitoring/reporting breaches of the Student Behaviour, Conduct and Entitlement policy.

**Support for Students**

* 1. Work collaboratively with pastoral and inclusive learning support teams to ensure that all students, regardless of ability, receive the support they need to achieve their potential.

**Learner Involvement**

* 1. Contribute to the development and implementation of the Student Involvement Strategy in order to improve the quality of provision and to respond appropriately to student needs.

1. **Quality Assurance** 
   1. Contribute to the Self-Assessment Report and Quality Improvement Plan within the pastoral team.
   2. Participate in the College’s Performance Management Review system and have an annual review meeting with your line manager.
2. **Equality and Diversity**
   1. Promote equality and diversity through the role.
   2. Create a purposeful, positive and supportive environment, sensitive to equality and diversity.
3. **Management Information and Administration**
   1. Track and monitor attendance and punctuality.
   2. Record, monitor and report details of student, parent and carer enquiries.
4. **Marketing and Liaison**
   1. Contribute to the marketing and promotion activities of the College.
   2. Participate in systems for the recruitment and induction of students.
5. **Management of Resources**
   1. To support the line manager in monitoring the use of and ensuring attendance reviews are fit for purpose and responsive.
6. **Other**
   1. Contribute to the college mission and ethos and support the aims and objectives of the College.
   2. Contribute to building and maintaining a college community.
   3. Follow and comply with the College’s policies and procedures as outlined in the Staff Handbook.
   4. Undertake any other duties of an equal nature as assigned by the Centre Principal or her designated alternate.