



## **Job Description**

### **Attendance Co-ordinator**

<b>Job Title:</b>	Attendance Co-ordinator
<b>Grade:</b>	Scale 4/5
<b>Hours</b>	21.75 hours per week, term time based, 39 weeks per year
<b>School:</b>	Various
<b>Base:</b>	Richmond Campus

#### **Job Purpose and Expectations**

The Attendance Co-ordinator role is critical for effective management of student attendance and punctuality, promoting high commitment to study and thereby impacting on student retention and achievement with the designated School.

The post holder will be expected to have a high profile and pro-active role within the School and liaise closely with both students and staff. They will be effective in maintaining IT and paper-based records to monitor student attendance and behaviour and carry out attendance related administration. Importantly, their activity and initiative will have a positive impact on student attendance and punctuality in the Schools in which they operate and will assist the Head of School in meeting agreed attendance and punctuality targets.

#### **Core Functions**

The Attendance Co-ordinator has the following main functions: -

- a) To provide pro-active and assertive support to students, particularly with regard to attendance, retention and performance.
- b) To devise and undertake a range of strategies to improve student attendance, retention and achievement. These will include:-
  - Discussing progress with individuals and groups of students
  - Contacting parents/guardians
  - Using College student records systems to identify and act on problems
  - Liaising with Heads of School/Section Managers, course teams and tutors to agree appropriate action
  - Systematic attendance related checking and providing reports as appropriate.

## Duties

- To undertake systematic attendance and punctuality checking on behalf of the Head of School and provide regular reports.
- To work closely with Head of School and School management to devise and implement effective punctuality and attendance strategies.
- To have a high profile input to induction, tutorial processes and School events relating to attendance and punctuality management.
- To engage effectively with individual students and student groups to promote positive ethos and high expectations.
- To ensure efficient database management as well as register monitoring and maintenance to carry out the job function effectively, and to ensure that student records are maintained in accordance with College requirements.
- Identify “at risk” students and closely monitor their attendance and punctuality, providing guidance for improvement in partnership with parents/guardians and other staff.
- Identify “at risk” groups and target further support such as Functional Skills, welfare advice, careers guidance.
- To work closely with course team leaders, personal tutors and teaching staff within the School to ensure there is the necessary interchange of information and consistency of systems and procedures to ensure that each student feels supported in a coherent way which is compatible with individual needs and with respective course of study and learning goals.
- To liaise with relevant internal and external agencies – such as student support, information and guidance, management information systems, parents/guardians and social services – as appropriate.
- To contribute to and participate in, where appropriate, the termly Case Conferencing and Quality Assurance processes, providing relevant reports as required.
- To assist the School in providing information concerning issues of student behaviour, be involved as appropriate in the School disciplinary processes and provide relevant reports for College disciplinary hearings and appeals.
- Attend and contribute to termly meetings and development activities organised by the line manager/Senior Attendance Co-ordinator.
- Participate in School and College wide events as well as training and development activities.

**Further Education is an ever changing service and all staff are expected to participate constructively in College activities and to adopt a flexible approach to their work. This description will be reviewed annually during appraisal process and will be varied in the light of the business needs of the College.**

## Attendance Co-ordinator Person Specification

	Essential	Desirable	How assessed *
<b>Education/Qualifications</b>			
<ul style="list-style-type: none"> <li>• Good standard of education (GCSE level including Maths and English at minimum Grade C or equivalent)</li> </ul>	✓		Cert/AF
<b>Knowledge, Skills and Experience</b>			
<ul style="list-style-type: none"> <li>• Minimum of 2 years' experience of administration gained within a busy environment</li> </ul>	✓		AF/IV
<ul style="list-style-type: none"> <li>• Experience of working in the education sector</li> </ul>		✓	AF/IV
<ul style="list-style-type: none"> <li>• Excellent communication skills, written and verbal, and confident telephone manner</li> </ul>	✓		AF/IV
<ul style="list-style-type: none"> <li>• Pro-active approach to student attendance issues</li> </ul>	✓		AF/IV
<ul style="list-style-type: none"> <li>• Good organisational skills and ability to prioritise workload effectively</li> </ul>	✓		AF/IV
<ul style="list-style-type: none"> <li>• Good working knowledge of Microsoft Office software</li> </ul>	✓		AF/IV
<ul style="list-style-type: none"> <li>• Ability to use systems/databases effectively, including updating data and running reports</li> </ul>	✓		AF/IV
<ul style="list-style-type: none"> <li>• Good literacy and numeracy skills</li> </ul>	✓		AF/IV
<ul style="list-style-type: none"> <li>• Interest and enthusiasm for working with young people aged 16-19 and adult students particularly those from a disadvantaged background</li> </ul>	✓		AF/IV
<ul style="list-style-type: none"> <li>• Experience of working with people from a disadvantaged background particularly those who are looked-after and ESOL students – all age groups.</li> </ul>		✓	AF/IV
<ul style="list-style-type: none"> <li>• Experience of working in the education sector</li> </ul>		✓	AF/IV
<ul style="list-style-type: none"> <li>• Understanding of the importance of Equality and Diversity and Safeguarding in education</li> </ul>	✓		AF/IV
<b>Skills and Abilities</b>			
<ul style="list-style-type: none"> <li>• Ability to work under pressure</li> </ul>	✓		AF/IV
<ul style="list-style-type: none"> <li>• Ability to work on own initiative</li> </ul>	✓		AF/IV
<ul style="list-style-type: none"> <li>• Ability to work effectively as part of a team</li> </ul>	✓		AF/IV
<b>Competencies</b> <i>Support staff should be able to demonstrate competency in the following areas:</i> Communication; Planning and Organising Working Together ; Customer Services Adaptability/Flexibility	✓		AF/IV

\*Evidence of criteria will be established from:

AF = Application Form

IV = Interview

Cert = Certificates checked on induction