

Capel Manor College

Attendance Coach

Job Description & Person Specification



JOB DESCRIPTION & PERSON SPECIFICATION

JOB DESCRIPTION

Post	Attendance Coach
Scale	Business and Learning Support
Grade	Scale 4 Points 15-18
Responsible to	Team Leader
Location	Enfield
Contract	Full-time, Term-time, Fixed Term

Key Responsibilities:

The key responsibilities of the attendance coach will include monitoring and recording accurate student attendance, step in early when issues arise, and lead initiatives to boost overall faculty attendance. They will be the main contact for any attendance issues in the faculty. They will create a positive attitude towards attendance, making sure students are well-informed about the College's attendance policy and expectations. They will take the lead on improving faculty attendance. They will promote and encourage a positive attitude to attendance and ensure students are made fully aware of the College's attendance policy and expectations. The job includes understanding and addressing individual student absences with supportive interventions, when necessary. They will also be responsible for managing and updating attendance data for the faculty.

Responsibilities:

1. Monitor and track daily attendance of students in the faculty, ensuring registers are completed in an accurate and timely manner. Rectify any missing marks or unexplained absences
2. Ensure the necessary disciplinary measures are in place and that students and parents/carers are informed of lateness/absence
3. Record information appropriately and liaise with course managers for updates on reasons for non-attendance
4. Identify trends and patterns in daily attendance for individual students and specific groups of students
5. Assist the College in identifying students with attendance concerns, helping to implement action plans for persistent absentees with a particular focus on disadvantaged students
6. Communicate with students, responsible adults, and any other stakeholders as appropriate to support the implementation and follow-through of relevant action plans
7. Develop and promote a good working relationship with the services within the college and provide clear communication regarding attendance and punctuality in line with the College's policy
8. Maintain high standards in record keeping, letter writing and report writing
9. Collaborate with senior staff, student services and course managers to improve and promote good punctuality and attendance
10. Use College systems to effectively record student interventions, comments and follow-ups for a comprehensive approach
11. Maintain positive working relationships with all members of the College

General Responsibilities:

1. Promote and implement all College policies, particularly those which refer to health & safety, equality of opportunity and Safeguarding young people and vulnerable adults
2. Participate in College programmes of staff appraisal and continuing professional development
3. Develop effective working relationships internally and with external partners
4. To operate at all times in line with the College's values and behaviours
5. Undertake other duties as may reasonably be required in the interests of the efficient functioning of the College

PERSON SPECIFICATION

Qualifications

- Possess a Level 2 qualification in English and Maths or a willingness to achieve within a specified period
- Evidence of continuous professional development in education
- HND or Degree in a relevant subject (e.g. Social Pedagogy, Youth Studies, Education Psychology) is desirable, although not essential

Experience

- Experience of working in an educational or training environment
- Experience of working with 16-18 year olds, young adults and adult learners
- Experience of working with students with moderate learning difficulties
- Administrative experience
- Experience of working with computerised database systems and of maintaining clear and accurate records

Skills, Abilities and Knowledge

- Excellent verbal and written communication skills
- Excellent administrative skills
- Excellent organisational skills
- Evidence of effective team working
- The ability to develop positive working relationships with individuals at all levels
- Experience in being adaptable in working in different working environments and teams.
- The ability to work on own initiative and as part of a team

Other Factors

- An understanding of and commitment to safeguarding young people and vulnerable adults
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people/vulnerable adults
- Emotional resilience
- The ability and determination to promote equality, diversity and inclusion throughout all aspects of College life, including employment and service delivery
- Should the position involve regular driving, a clean driving licence is required