

Student Liaison Attendance Assistant



Department: Student Journey

Reports To: Student Liaison Officer

Job Purpose:

The Student Liaison Attendance Assistant is responsible for monitoring attendance on behalf of curriculum areas, through analysis of live data, daily risk attendance reports, initiating communication channels with students and their parents/guardians if they are not engaging with their studies or absent from lessons. They will be required to promote Student Voice and assist with programming of enrichment activities and engaging as many students as possible in the social, recreational, cultural and sporting side of their time at the College.

Key Responsibilities:

1. To complete the daily monitoring of student attendance through analysis of the daily risk attendance reports.
2. Initiating and maintaining good channels of communication with students and their parents/guardians if they are not engaging with their studies or absent from lessons.
3. Establishing good working relationships with curriculum staff to support attendance monitoring.
4. To inform Student Liaison Support Workers of any students requiring follow-up work in a timely manner.
5. To work with students, individually and in groups in the students' union, to support positive behaviour and manage the expectations of what is and is not acceptable.
6. To work with the Student Liaison Team to develop and run a range of campaigns, events and activities that encourage student motivation and participation, within the Students' Union, paying attention to health and safety legislation.
7. To carry out specific administrative duties as instructed by the Student Liaison Officer and Tutorial, Enrichment and Progression Manager.
8. To foster and develop good working relations within the SU, providing administrative support and liaising with them on behalf of the College as required.

9. To provide information about Student Liaison and the Students' Union to those considering studying at the College at student recruitment events, both at the College and externally, and to current students.

10. To assist with internal information regarding Student Liaison, Student Voice and the Students' Union, ensuring that staff are able to refer and advise students as necessary.

11. To track use of the Students' Union and participation in campaigns, events and activities, and any contact with students, ensuring there is accurate data available for the analysis of the impact of Student Liaison on the retention, achievement and success of students, and of Student Journey overall.

12. To provide relevant information to the Student Liaison Officer contributing to the production of the Self-Assessment Report.

13. To undertake such other duties commensurate with the grade of the post as may reasonably be required and you may be required to be trained to administer First Aid, if necessary.

NOTE

This role profile is intended to provide an overview of the role in the context of the ambition of City College Plymouth.

The overview of responsibilities is listed for convenience and is not in any order of priority or significance. It is agreed that the significance of different aspects of the role will vary at different times and that all accountabilities are of potentially equivalent significance.

Person Specification

Post: Student Liaison Attendance Assistant		Essential	Desirable
	Qualifications:		
1	GCSE English and Maths A* - C Grade or equivalent	✓	
2	NVQ2 IAG or equivalent		✓
	Knowledge & Experience:		
3	Knowledge of further and / or higher education	✓	
4	Experience of welfare support or advocacy		✓
5	Experience of working in an educational organisation		✓
6	Experience of dealing with customer queries	✓	
	Skills & Personal Qualities:		
7	Good IT skills, including word processing, spreadsheets and databases	✓	
8	Good communication and networking skills	✓	

9	A commitment to high customer service standards	✓	
10	Good organisational skills and attention to detail	✓	
	Circumstances:		
11	The flexibility to work evenings / weekends occasionally		✓

Role Context

City College Plymouth expects staff to:

- Work within the context of the College's core values, code of conduct, quality requirements and ethos of continuous improvements.
- Undertake their duties in accordance with College policies and procedures, particularly with respect to:
 - Safeguarding Children and Safer Recruitment in Education, including Prevent;
 - Human Resources policies and procedures;
 - Health and Safety policies and procedures;
 - Equality, Diversity and inclusion policies and procedures;
 - The College's policy on the confidentiality of data stored electronically, and by other means, in line with data protection legislation.
- Keep abreast of developments in their own area of expertise and undertake staff development opportunities where identified and approved, subject to funding.
- Undertake such other duties commensurate with the grade of the post as may be reasonably be required
- You may be required to be trained to administer First Aid.

This Job Description is current at the date shown. It is liable to variation by management, in consultation with you, to reflect or anticipate change in, or to, the job.

Other supporting information can be found on the College's website.

Additional Information

Hours of Work : **Role 1: Part-time, 18.5 hrs P/wk., 38 wks. P/yr. Temporary.**
Role 2: Part-time, 15 hrs P/wk., 38 wks. P/yr. Permanent.

Salary : **Role 1: £7,218-£7,259 P/A (pro rata of £17,147 - £17,244)**
Role 2: £5,853-£5,886 P/A (pro rata of £17,147 - £17,244)

Salary Scale : **Business Support Scale 2**

Closing Date : **Midnight on Tuesday 22 September 2020**