



**Notre Dame**  
CATHOLIC SIXTH FORM COLLEGE

*have faith in your future*

**ATTENDANCE OFFICER**

**Term time plus 10 days, 37 hours per week**

**Salary in the range of £20,924 - £22,941 pro rata, per annum, *dependent upon skills and qualifications.***

The Governors seek to appoint an enthusiastic and committed Attendance Officer to commence September 2017.

**NOTRE DAME CATHOLIC SIXTH FORM COLLEGE  
BACKGROUND**

Notre Dame is a Catholic Sixth Form College located near to the universities and within walking distance of the city centre with good transport connections to the rail/bus stations. It is a very successful college of approximately 1900 full time 16-18 year olds. The College is rated as 'Outstanding' by Ofsted and is heavily oversubscribed. This is in spite of the fact that the College has a high proportion of students from disadvantaged areas (the College is in the lowest quartile of providers nationally in terms of disadvantage).

Notre Dame offers Catholic students from Leeds and surrounding towns and districts an excellent opportunity to continue their education in an environment which lives by its mission to build a community based on faith and trust. Students are supported in their personal, academic and spiritual needs. Although the majority of the students are from Catholic backgrounds, the College welcomes students of other faiths and celebrates the diversity of the student population.

Although parts of the campus are 100 years old, there has been extensive new building work in recent years. A further five teaching blocks were opened during the last 12 years, including new science labs and the latest addition opened at Easter 2016.

At present approximately 92% of students follow A Levels or Applied Level 3 courses. The remainder follow Level 2 courses.

Notre Dame has an extensive range of enhancement and enrichment activities, involving many team sports, drama, voluntary work, overseas visits (Spain, France, USA, Prague, China). There is a first class programme of student support and a very active Chaplaincy group.

Notre Dame's success rate makes it one of the best sixth form centres in the region. Student progression is excellent, with circa 80% progressing to University, a significant number achieving Russell Group and Oxbridge places.

**Recruitment and Selection Policy Statement**

Notre Dame Catholic Sixth Form College is committed to safeguarding and promoting the welfare of young people and we expect all staff and students to share this commitment. A full copy of our Recruitment and Selection Policy is available on request.

This policy must be read in conjunction with our Equality and Diversity policies and forms part of our commitment to our statutory duties.

## **JOB DESCRIPTION AND RESPONSIBILITIES – ATTENDANCE OFFICER**

### **Purpose of the post:**

This is a full-time post to be responsible for the administrative work involved in Student Attendance monitoring. The post-holder will undertake duties and have responsibility for monitoring of attendance and retention of students within the College and for developing systems for improving student attendance and punctuality.

**Reporting to:** Assistant Principal (Student experience)

**Responsible for:** Managing the administration of Student Attendance and Punctuality

**Salary:** Sixth Form Colleges' Support Salary Spine 26 - 29  
(£20,924 - £22,941 pro-rata)

### **Main Duties and Responsibilities:**

#### **1. Attendance and Punctuality Monitoring Process:**

- To co-ordinate absence data entry into the College Information system (CEDAR) on a daily basis
- To contribute to the maintenance and review of electronic registration processes
- To receive all incoming telephone calls/email messages regarding student absence and inform relevant staff of any issues arising from such calls
- To oversee the process of absence authorisation, including calling parents/guardians of absent students and to update individual student attendance records
- To carry out a daily audit of missing registers and to follow up any omissions and concerns with relevant teaching staff
- To liaise with staff taking trips in order to ensure accurate recording
- To liaise with the exams department to record attendance at exams
- To liaise with staff regarding accurate attendance recording of off-site learning and work experience.
- To proactively monitor and analyse attendance records, contacting parents/guardians by telephone as required and responding to all queries
- To liaise with group tutors, Pastoral Manager and Curriculum Managers and the Senior Management Team as required
- To support Pastoral Managers with the Steps Attendance monitoring system as required.

#### **2. Attendance data analysis:**

- To produce and distribute weekly reports per tutor group and per Area for Pastoral Manager

- To identify individual students and/or areas of concern regarding attendance, and punctuality and to report to relevant college staff
- To provide half termly data reports for SMT
- To assist with the issue of termly certificates/praise letters for excellent attendance

### 3. Targeted initiative:

- To be aware of college initiatives for retention of specific categories of students
- To support the work of the Pastoral Managers
- To produce attendance reports for the target groups as required eg Children who are Looked After

### 4. Administrative Support

- To contribute to the carrying out of other administrative tasks as required by the College, such as student enrolment, data entry, maintenance of student records.

**The job description is an outline of the key tasks and responsibilities and is not intended as an exhaustive list. The job may change over time to reflect the changing needs of the College, as well as the personal development needs of the post holder.**

## **COMPLETING YOUR APPLICATION FORM**

To apply for a job, you must be eligible to work in the UK.

The application form plays a most important part in our selection process. **Please do not send us your standard CV (curriculum vitae).** It is vital that you fill in the form as fully and accurately as possible.

At the initial shortlisting stage we will pay particular attention to how well your experience and skills fit **the criteria of the Person Specification and you should address each of these clearly in your application.**

The College is committed to Safeguarding and promotes the welfare of young people and expects all staff, students and volunteers to share this commitment.

In promoting equality we welcome applications from all sections of the community.

This post is subject to an enhanced Disclosure and Barring Service check under the Protection of Children and Young Persons procedures. If you are selected for interview you will be required to consent to the necessary enquiries being made.

**Completed applications should be returned via the TES Portal.**

**Closing date: Noon on Monday, 3 July 2017.**

It is intended that interviews will take place during week commencing 10 July, 2017.

Applicants who have not been contacted within four weeks of the closing date should assume that, on this occasion, their application has been unsuccessful.

Thank you for your enquiry and interest in this post.