

Joint 6th Form – PHS & WES

6th Form Student Study & Attendance Officer

Job Description & Person Specification

Post:	6 th Form Student Study & Attendance Officer
Responsible to:	Headteacher
Reporting to:	6 th Form LaSWAP Centre Manager
Team:	Admin and Support Team
Grade:	Scale 5 Spine Point 22 -25
Contract Type:	Term time plus 2 weeks
Hours:	35hpw – Hours to be worked between 8.00am and 5.00pm

JOB PURPOSE

To work under the guidance of the 6th Form LaSWAP Centre Manager. The postholder would be part of the 6th Form LaSWAP Centre Team and be responsible for supervising student study within an agreed system of supervision and to implement work programmes with individuals/groups as directed by the Directors of Sixth. Actual hours for the post will be between 8.00am to 5.00pm. This may be 8.00am to 4.00pm or 9.00am to 5.00pm.

Main Duties and Responsibilities

The 6th Form Student Study & Attendance Officer will:

1. To supervise student study in the 6th Form LaSWAP centre
2. To assist with reception, administrative tasks and Joint 6th form attendance, as directed by the 6th Form LaSWAP Centre Manager.
3. To take notes/minutes at meetings and circulate agendas as required.
4. To input, retrieve and maintain information held in the school's computerised data system SIMs. (School Information Management System)
5. To be a flexible member of the school's admin team promoting team work and work according to the needs of the school including providing cover in times of staff absence.
6. To understand and implement the school's *Behaviour Policy*, thereby assisting with the management of student behaviour to ensure a constructive work environment;
7. To assist in examination invigilation under the supervision of the Examinations Officer for 6th form exams.
8. To support individual Special Educational Needs students, as directed by the SENDCO.

9. To accept shared responsibility for the creation of a safe environment for students within the 6th Form LaSWAP Centre and comply with the appropriate policies and procedures, reporting all concerns
10. To ensure that the 6th Form LaSWAP Centre is left in in good order at the end of each session;
11. To be on duty during the mid-morning and lunch breaks in the 6th Form LaSWAP Centre to supervise students and ensure that the centre is kept clean and tidy.
12. To report back, as appropriate, using the schools' agreed referral procedures on the behaviour of students during study periods and any other issues that arise;
13. To deal with any immediate problems or emergencies according to the schools' policies and procedures.
14. To follow school policies and procedures especially those relating to child protection and health and safety, social media and staff code of conduct
15. To respect confidential issues linked to home/students/teacher/school work and to keep confidences, as appropriate.
16. To assist with preparations for school events.
17. To administer First Aid, once qualified as a first aider. (First Aid training will be provided).
18. To undertake training and participate in appropriate support staff meetings.
19. To attend all necessary meetings including those relating to professional development;
20. To undertake planned supervision of students' out of school hours learning activities and supervise students on visits and trips where necessary by prior arrangement.
21. To undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities and grading of the post.
22. To have a genuine commitment to and a liking for young people and high expectations for their progress and welfare.
23. To carry out such other duties within the competence of the post which may be required as directed by the Headteacher's PA, Director of Operations or Headteacher.

SPECIFIC ROLES AND RESPONSIBILITIES

ATTENDANCE

- **To have responsibility for the recording of the attendance figures for Year 12 & 13 and liaise with internal and external agencies on individual student attendance records. To provide information to the Directors of 6th Form and attend pastoral meetings as and when required. To be the first point of contact within the school for providing data reports to staff for 6th Form Attendance. To be responsible for checking all Attendance Data that is submitted externally.**

DAILY

- To check missing register list at 9.15am and email tutors whose registers are not completed, CC HOY and Directors of 6th.
 - To list all latecomers to school and share data and concerns with HOYs and Directors of 6th.
 - To be the first point of contact for the 6th Form and contact parents/carers on first day of absence.
 - To be responsible for entering reasons for absence from telephone messages and add comments to SIMs registers
 - In liaison with the Directors of 6th, to create a list of priority student contacts and to report attendance progress to HOYs.
 - To liaise with SLT / HOY as a matter of urgency so that all safeguarding issues are dealt with immediately.
 - To be responsible for monitoring patterns of absence and flag up any concerns that may arise reporting to the Assistant Head or HOY as required.
 - To be responsible for chasing missing registers by visiting classrooms to remind teachers to complete.
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- To attend ½ termly meeting with HOY and Director of 6th to share attendance information.
 - To produce ½ term reports for each HOY to complete
 - To produce analysis of attendance for individual groups as Identified.
 - To produce annual attendance and behaviour reports for the Directors of 6th and HOYs.
 - To monitor students as identified in the ½ termly meeting with HOYs.
 - To record progress on attendance targets set and share with Tutors, Heads of Year, and Senior Leadership Team.
 - To generate reports on attendance and absence data for Leadership Team and Heads of Year as required (weekly, termly, annually). To produce weekly report of lesson truancy from SIMS to be shared with HOYs and Directors of 6th.
 - To be responsible for checking all attendance data before it is submitted to external agencies.

WORK ENVIRONMENT

The post holder will be based at the 6th Form LaSWAP Centre

WORK CONTEXT

Communications and working relationships

- The post holder will be required to liaise with various members of staff within Parliament Hill and William Ellis schools and the wider community. Key contacts are likely to include Heads of Year, SLT, Camden Officers, parents, students and visitors to the schools and 6th Form LaSWAP Centre.
- The post holder will be required to work as part of the schools' administration teams building good working relationships with all team members to deliver effective services.
- be able to work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these

Innovation (decision making and creativity)

- The post holder will be required to make decisions within their area of responsibility using their initiative to provide creative solutions for problems that may arise
- be well organised, self-motivated and hardworking

Resource management

- The post holder as a member of the schools' admin teams will be required to ensure that the admin resources are managed within the best value statement guidelines.

QUALIFICATIONS

Essential:

- At least 5 'O' Levels / GCSEs which must include Maths and English Language or hold equivalent qualifications

KNOWLEDGE

- SIMS database
- SIMS attendance
- Lesson Monitor

SKILLS

- Excellent IT skills. The ability to develop these further as and when required.
- Ability to maintain accurate records and filing systems.
- Ability to hold difficult conversations with parents / guardians re reasons for student absence.
- Ability to work under pressure and organise and prioritise own workload using initiative.

EXPERIENCE

- At least two years experience working within a busy office environment.
- Experience of using MS Word, Excel, updating and maintaining databases and the use of email.
- Have experience of working with students of relevant age

CAMDEN'S BEHAVIOURS FRAMEWORK

Demonstrate the required behaviours for your role

For All Staff (up to and including PO7)	
Core Behaviours	
Adaptability	Level 3
Customer service	Level 3
Drive improvement	Level 2
Working together	Level 2
Additional Behaviours	
Confidence and resilience	Level 2
Organisational awareness	Level 3

Note:

Specific roles and responsibility will be rotated from time to time to provide ongoing professional development and in the light of the changing needs of the school.

All employees are expected to be flexible in undertaking the duties and responsibilities attached to their post and may be asked to perform other duties

I have read the Job Description and agree to all the terms and conditions set out. I also agree to comply with all School Policies, Child Protection and Health and Safety Regulations. I understand that this Job Description is not an exhaustive list and I agree, when required, to undertake any reasonable request made by the Leadership Team.

Name:

Signature: **Date:**

APPENDIX

STRUCTURE

