



PLUMPTON

COLLEGE

Student Attendance and Engagement Coordinator	
Reporting to:	Vice Principal - Student Support
Working Hours:	37.5 hours (Monday-Friday 8.30-5) Term time only
Salary:	21 – 25 (£28,901 - £32,630) pro rata
Position Code:	PC S5

Overview

The Student Attendance and Engagement Coordinator will be responsible for supporting the monitoring and reporting of attendance for 16–19 full-time students. The postholder will work closely with cohort leads to track attendance and ensure accurate records are maintained.

This is a non-teaching role that requires the ability to uphold the College's high expectations while adopting a trauma-informed and relational approach to encourage student engagement and achievement. The role requires previous experience of working with young people, the ability to build effective relationships, and an understanding of the issues that may affect their participation in education.

Job purpose

The post holder will support the College's cohort leads in the tracking and monitoring of full-time student attendance.

To post holder will effectively triage and signpost those students to the relevant support teams.

The postholder will support a caseload of vulnerable students, undertaking early interventions to provide support and remove barriers in order to improve their attendance.

Key Responsibilities

a) To support students in maintaining high attendance levels and to ensure students access their full study programme and are successful
b) To act as a role model to support and enable 'at risk' learners to develop strategies to overcome barriers
c) To implement a "back on track" support plan for students which will be shared with cohort leads and parents/guardians.
d) To work proactively to identify barriers to learning and support students in overcoming them
e) To effectively triage and signpost students to the relevant support teams
f) To actively help record and celebrate student progress and success so that students are encouraged and feel supported.
g) To communicate effectively with students, parents and wider college staff as necessary to ensure that students are supported and that all relevant procedures are followed
h) To work alongside the ILD, progress coaches, and safeguarding teams to ensure students receive appropriate support.
i) To review, collate, and report on all interventions and progress against targets and ensure all student records are accurate and up to date
j) To support department managers in parent/guardian meetings or student performance reviews by contributing to meetings
k) To effectively communicate with parents/guardians to provide a joined-up approach to student attendance
l) To record, monitor, and evaluate the impact of interventions, providing updates and reports when required by the college management team

Continuous Professional Development

a. Participate in staff development activities to support Continuous Professional Development (CPD) and keep a Professional Development Portfolio (PDP) to evidence personal development and impact on practice
b. Maintain an accurate awareness of the trends, pressures, and preferences displayed by young people to maximise the relevance and deliverability of support and enrichment activities for students
c. Actively participate in the College performance management processes, including appraisals to support personal and professional development and enhance student experience
d. Complete all mandatory training as required in line with college expectations and those identified by the Vice Principal and HR team

Other responsibilities and duties

a. Participate in staff and student recruitment campaigns, interviews, Open Days, and promotional/information events as required
b. Willingness and ability to work at any site or location as required
c. Contribute to and support delivery of the college strategic plan
d. Ensure all safeguarding policies and procedures are followed
e. To undertake such other duties, commensurate with the grade of the post, as may reasonably be required by the Student Experience Manager, Deputy Principal or any other member of the Senior Management Team.

Qualifications / Skills / Knowledge / Qualities

It is crucial that the successful candidate shares our student-focussed values, equality of opportunity and parity of esteem for staff and students.

At Plumpton College we are:

- Supportive
- Professional
- Enterprising
- Ambitious and progressive
- Passionate about everything we do

Essential criteria for the post
Youthwork or teaching qualification at or above Level 3
Educated to Level 3
Experience of working with students and young people
Demonstrate a strong desire to work collaboratively as part of a high performing team
Have a strong desire to see students succeed, a clear understanding of the needs of students and how these may be met
Previous experience of liaising with external agencies
Experience of social education practices
Experience of working with student in both group and one to one situations
Excellent communicator with highly developed interpersonal skills
Comprehensive and well-developed IT and administrative skills
Ability to prioritise and manage basic and complex tasks
Adaptable and flexible approach to change
Willingness to complete fire warden and first aid training
Experience in the delivery of Equality, Diversity, and Inclusion activities for young people
A good understanding of confidentiality and the ability to deal with sensitive issues in a professional and confident manner
Demonstrable experience of good working relationships with both internal and external services

An understanding of health and safety processes, including risk assessment and management
Desirable criteria
Previous experience in working in a Further Education environment
Qualification in Youth Work
Educated to HE Level
Previous experience working in a Higher Education environment

CONDITIONS OF EMPLOYMENT

Working Hours

This is a full-time position and basic working hours are to be worked within the College Day; from 08:30hrs to 17:00hrs Monday to Friday. Some flexibility will be required to meet the needs of the business. There will be some evening and weekend working required to support department and whole college events where there will be a requirement to attend.

Continuous Professional Development (CPD)

This post will be entitled to CPD for updating, personal and professional development. All CPD must be planned, agreed and booked with your Line Manager.

Benefits

The candidate appointed to the post will automatically become a member of the Local Government Pension Scheme and pay contributions as determined by annual salary levels. The pension scheme includes life assurance cover, and the College will also pay a contribution towards your pension. There is also free car parking and a competitively priced dining room service.

Equality and Diversity

Plumpton College is committed to the promotion of equal opportunities and is dedicated to pursuing non-discriminatory policies and practices and eliminating unfair discrimination on any basis. This means that no job applicant will receive less favourable treatment than another on grounds of gender, marital status, age, racial origin, disability, sexual orientation or political or religious beliefs.

Criminal Record Check via the Disclosure Procedure

The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of certain old offences when asked about their criminal record as they may be defined as 'spent'. There are exemptions to this if the individual is offered a post which involves contact with children or regular work at an establishment exclusively or mainly for children.

The post you have applied for falls into this category and, therefore, requires a criminal background check.

If a job offer is made, you will be asked to apply for a DBS Disclosure Certificate. The Disclosure Certificate will contain details of current and "spent" convictions, cautions, reprimands or warnings held on the Police National Computer, excluding certain specified old and minor offences.

The DBS Disclosure will also indicate whether information is held on government faculty lists of those individuals who are barred from working with children or vulnerable adults (if applicable).

The post-holder cannot begin employment with the College until the DBS Disclosure Certificate is received and considered by the Principal.