

# Attendance & Engagement Officer

**Responsible to:** Head of Curriculum

**Location:** Brighton

**Salary:** £22,500 (pro rata)

**Contract:** Term Time only (38 weeks), Permanent

**Hours:** 8.45am – 5pm



## Job Purpose

The role of Attendance & Engagement Officer is to support our students and teaching delivery teams by providing pastoral and practical support to students across the day to day running of our busy creative post 16 provision in Brighton.

This is a varied and rewarding role, including coordinating pastoral services, supporting students to overcome barriers to learning and/or attendance to enable them to successfully complete their programmes with us, and also providing a front of house contact point.

Working with the Head of Curriculum in Brighton the post holder will have a positive relationship with students on all Dv8 programmes, linking where necessary with parents and outside agencies to ensure we are best able to support our students to attend and achieve, as well as acting as an essential support in the main Centre Office.

Working with, and being supported by the Head of Curriculum, the role also includes supporting sessions when a teacher is absent, ensuring the learning environment remains conducive to student progress. This involves maintaining order, managing behavior, and facilitating activities or assignments provided by absent teachers.

The postholder will also work closely with the Marketing & Admissions and Management teams supporting ongoing organisational developments. The role would suit an outgoing and confident individual with excellent interpersonal, administrative and organisational skills who has an interest in education, creativity and providing emotional and safeguarding support for young people.

## Key Responsibilities

### Attendance

- Actively promote high expectations of attendance and punctuality to students
- Support the development of methods and strategies to promote attendance e.g. clubs, extra activities, rewards systems, etc.
- Be accountable for a caseload of learners and carry out a range of interventions and casework including working with family and outside agencies to increase/support attendance
- Play a key role on improving day-to-day attendance monitoring & intervention, including calling of students and parents in the event of non-attendance
- Support with the use of attendance action plans made in conjunction with tutors, learners and parents / carers
- Follow up non-attenders and troubleshoot attendance issues
- Ensure accurate record keeping of all communications and interventions on Arbor.
- Communicate with relevant teaching teams in regard to all communications and interventions.
- Promote and support students to access student bursaries and free school meals.

### Pastoral support

- Provide in-house pastoral and welfare support to Dv8 students as required, via one to one and small group sessions
- Follow up all pastoral referrals received from teaching staff, as directed by your line manager
- Make referrals to external services as appropriate and follow up.
- Ensure accurate record keeping of actions on MyConcern.
- Source and support external agencies to come in and provide specialist pastoral services, as directed by your line manager
- Build up network of known contacts and services in local area
- Act as C-Card lead and liaise with Sexual Health services in Brighton & Hove and East Sussex
- Support the tutorial programme by contributing to PSD sessions, including booking external speakers or facilitating sessions when required.
- Be responsible for Student Voice activities including recruiting and overseeing Student Representatives and organising meetings and Student Voice events and activities as required

### Safeguarding

- Accurate reporting and recording of any safeguarding or child protection incidents.
- Case work where appropriate to ensure students engage with outside support agencies and are enabled to remain in learning at Dv8
- Timely reporting to Designated Safeguarding Lead (DSL) or deputies of serious incidents
- Be a point of call for all staff in the centre for reporting pastoral concerns
- Carry out necessary referrals and information sharing, in line with GDPR data protection and privacy policies
- Support the DSL in carrying out referrals to MASH agencies

### Careers Information and Advice

Support the Careers Lead with:

- Providing all students with up to date and accurate Careers Information and Advice and progression support as required related to their programmes, progression opportunities and work placements
- Supporting students moving on from Dv8 to identify and apply for appropriate destinations and progression opportunities in education, training or employment.
- Supporting the follow up, collection and recording of student destination outcomes

### Centre Management Support

- Support Centre Co-manager with student enrolment processes
- Support as Front of House - First point of contact for students, parents, guests and staff using the building.
- Supporting with cover for sessions, as directed by your line manager.

Any other tasks which might reasonably be required to fulfill the role and business needs.

### Person Specification (ensure any applications refer to these criteria)

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"><li>● Prior qualifications up to Level 3 and English and Maths GCSE</li><li>● Safeguarding and Child Protection training</li></ul>	<ul style="list-style-type: none"><li>● Relevant CEIAG qualification</li><li>● First Aid qualified</li><li>● Designated Safeguarding Lead training</li><li>● Youth work qualification</li></ul>

<b>Skills/Abilities &amp; Experience</b>	<ul style="list-style-type: none"> <li>● Experience working with young people in a pastoral capacity.</li> <li>● Experience delivering supportive interventions to promote attendance.</li> <li>● Experience of cover teaching and leading small group sessions.</li> <li>● Appreciation of different learning needs, styles and support models.</li> <li>● Excellent level of IT, organisational and administrative skills</li> <li>● Practical at problem solving and working on one's own initiative</li> <li>● Willingness to undertake relevant training as required by the role</li> <li>● Excellent written and verbal communication skills</li> </ul>	<ul style="list-style-type: none"> <li>● Experience of working within a post 16 education environment</li> <li>● Knowledge of Brighton support agencies and services for young people</li> <li>● Knowledge of PSD / PSHE subjects</li> </ul>
<b>Personal qualities/ attributes/ attitude</b>	<ul style="list-style-type: none"> <li>● Approachable, empathic, and caring to young people's needs</li> <li>● Effective communicator – good listener and coaching skills</li> <li>● Be able to work independently and complete tasks effectively on time</li> <li>● Flexible, adaptable and resilient</li> <li>● Motivated and embraces new challenges</li> <li>● Friendly, dependable and hard-working</li> <li>● An interest in the Creative and Media industries</li> <li>● An interest in working with young people</li> <li>● Committed to ongoing professional development</li> </ul>	

Dv8 Sussex is an equal opportunities employer and positively welcomes applications from all sections of the community. We are committed to safeguarding all learners enrolled on our programmes and appointment of successful applicants will be subject to satisfactory references being obtained, and an enhanced disclosure and barring service (DBS) check.