



## JOB DESCRIPTION

### ATTENDANCE & EXAMINATIONS SUPPORT OFFICER

Job Element	Detail
Job Title:	Attendance (70%) and Examinations (30%) Support Officer
Reporting to:	Director of Studies (70%) and Examinations Officer (30%)
Working with:	All students, parents, agents, the academic team, the pastoral team.
Start Date:	16 <sup>th</sup> August 2021
Department/Location:	Human Resources Department Oxford International College 1 London Place Oxford OX4 1BD
Nature and Scope of the role:	<p><b>Attendance related</b></p> <ul style="list-style-type: none"> <li>✓ To take responsibility for improving attendance and punctuality at the college, particularly where there is persistent absence.</li> <li>✓ To collect, track and store data.</li> <li>✓ To chase absent students</li> <li>✓ To liaise with students, parents and both the pastoral and academic teams.</li> </ul> <p><b>Examinations related</b></p> <ul style="list-style-type: none"> <li>✓ To support the Examinations Officer with preparations for Public Exams and the coordination of invigilators.</li> <li>✓ To support the Examinations Officer with preparations for in-house testing</li> </ul>

(SCITS – Saturday tests) including booking invigilators, photocopying the examinations and ensuring that they're at the correct venue.

**Main Purposes:**

**Attendance related – an overview:**

- ✓ To ensure the attendance and punctuality data held is accurate and complete (including on iSAMS and the attendance spreadsheet).
- ✓ To process all absences by recording relevant details, notifying staff as required and carrying out any subsequent actions needed.
- ✓ To run attendance reports, sharing the information and notifying staff of any actions they are required to carry out, based on the findings.
- ✓ To help improve attendance rates by ensuring staff carry out their actions and by helping those students with attendance issues as required.
- ✓ To highlight students with bad attendance to certain staff members – you will be given a list.
- ✓ To carry out a set of required actions for students who start the term late/leave early.
- ✓ To support the examination team as required.

**Everyday tasks and responsibilities include (this list is not exhaustive):**

- ✓ Monitoring and tracking student attendance.
- ✓ Running unauthorised absence reports for key registration periods.
- ✓ Tracking down any missing students (this involves liaising with boarding house staff (for boarders) and parents/guardians (for day students)).
- ✓ Chasing tutors who have not completed reports.
- ✓ Processing notifications of any ill students.
- ✓ Informing relevant staff about any absences.
- ✓ Processing future absence requests.
- ✓ Marking registers with absences in advance (e.g. requested absences, illness for the day).
- ✓ Recording student illnesses on attendance spreadsheet

**Weekly tasks and responsibilities include (this list is not exhaustive):**

- ✓ Carrying out all aspects of the absence appeal procedure.
- ✓ Running attendance and punctuality reports (this involves sending findings to relevant staff, together with any actions they need to take).
- ✓ Ensure staff are carrying out their actions, and in a timely manner.
- ✓ Pay close attention to students with attendance issues, liaising with relevant staff and the student directly as necessary.
- ✓ Ensure that the attendance spreadsheet is updated promptly.
- ✓ Tracking data to highlight concerns and trends.
- ✓ Manage the whole process of attendance related action plans by identifying actions required based on attendance, notifying relevant staff of their actions, ensuring their timely completion and keeping accurate records.

**Ongoing tasks and responsibilities include (this list is not exhaustive):**

- ✓ Provide various types of attendance data to staff as requested (such as an individual's history).
- ✓ As and when required, meeting with relevant staff to discuss individual

	<p>students identified through the attendance tracking; to highlight ongoing concerns when support or intervention is needed; and to encourage.</p> <ul style="list-style-type: none"> <li>✓ Improve attendance or move onto compliance</li> <li>✓ To advise the school on strategies to promote the regular and punctual attendance of all pupils and assist with the implementation of agreed strategies.</li> <li>✓ Update school records, analyse attendance data and provide reports</li> <li>✓ Keep accurate, clear and concise records of all interventions and consultations and update information on the school's attendance system.</li> <li>✓ Maintain a good working knowledge of the statutory framework and any policies and procedures relating to school attendance</li> <li>✓ Liaise with Pastoral Support and academic staff (as applicable) and advise on all matters relating to attendance and where necessary take a lead role in developing work processes to improve school attendance.</li> <li>✓ Work on initiatives which raise the awareness of the whole-school community on the importance of good school attendance.</li> <li>✓ Any other duties related to student attendance and punctuality</li> </ul> <p><b>Examinations' tasks and responsibilities include (this list is not exhaustive):</b></p> <p>Supporting the Examinations Department by:</p> <ul style="list-style-type: none"> <li>✓ Assisting with the recruitment of invigilators.</li> <li>✓ Assisting with the coordination of invigilators.</li> <li>✓ Preparing the weekly SCIT examinations for each teaching building (2).</li> <li>✓ Assisting with public examinations in terms of preparing the examination rooms, setting out the papers for exams, keeping all papers locked away organising for the return of the papers to the examination board.</li> <li>✓ Assisting with public examinations in terms of helping students on the day of the examination by reminding them where to sit, what to hand-over before the examination, the timing of the exam, the rules around using the loos and what can be on the desk for each exam.</li> </ul>
<p><b>Child Protection, Discipline, Health &amp; Safety</b></p>	<ul style="list-style-type: none"> <li>✓ To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact.</li> <li>✓ To maintain good order and discipline among the students and safeguard their health and safety both when they are on college premises and when they are engaged in authorised college trips or activities.</li> <li>✓ To liaise with the designated Child Protection Manager (Mrs Kim Terrar) if a concern arises.</li> <li>✓ To understand and uphold the Government's statutory guidelines of 'Keeping Children Safe in Education' in accordance with the college's policies and procedures.</li> </ul>
<p><b>Critical Success Factors</b></p>	<p>The successful candidate will be:</p> <ul style="list-style-type: none"> <li>✓ thorough and meticulous with a keen eye for detail.</li> <li>✓ IT literate.</li> </ul>

	<ul style="list-style-type: none"> <li>✓ Have excellent communication skills at all levels.</li> <li>✓ Responsive in a timely manner to email communication.</li> <li>✓ Able to create a welcoming and friendly environment whilst at the same time working efficiently.</li> <li>✓ Someone with strong a sense of humour, flexibility, patience and creativity.</li> </ul>
<b>Guiding Principles</b>	<p>Members of staff uphold and contribute to the College's guiding principle and ethos:</p> <ul style="list-style-type: none"> <li>✓ Our actions and words reflect integrity, positivity, respect &amp; compassion, and a strong sense of service to others.</li> <li>✓ We will support our students' individual educational needs and goals, securing the best opportunities and outcomes.</li> <li>✓ The College will be an inspiring place to be, with motivated staff, stimulating and relevant courses, and excellent facilities.</li> </ul>
<b>Holiday</b>	28 days per annum + public holidays
<b>Hours of work</b>	To be determined but the suggested hours are 8.30 – 5.00 (with one hour for lunch).
<b>Salary &amp; Benefits</b>	£22,000 - £25,000 depending on experience College Pension
<p><i>The College is committed to equality and diversity and to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment.</i></p> <p><i>Applicants for any of the positions available at the College must be willing to undergo a number of safeguarding checks including an enhanced Disclosure and Barring Service check, reference checks with previous employers and, where applicable, a Barred List, Prohibition, overseas and EEA checks.</i></p>	