**Attendance Mentor – English and Maths**

**Term time only-36 weeks**

**Fixed Term until 31/8/25**

**£20,581 to £22,738**

***(actual salary for full time, term time only)***

At Nescot we are looking for a Full time and/or Part Time English and maths Attendance Mentors to improve and drive student attendance.

**What we are looking for:**

* Energetic and motivated individual
* People focused
* Adaptability, resilience, and a strong commitment to student welfare are essential.

**Main Duties/responsibilities:**

* Attendance monitoring
* Support students effectively and engage with the college community, linking the work of curriculum and pastoral teams, safeguarding and campus support to coordinate efforts in supporting student attendance and retention of students in English and maths.
* Actively engage with students across the public spaces of the campus, every day and will know individuals well, developing trusted relationships with the student body.

**Benefits:**

* A discounted on-site gym, sports hall, fitness class, osteopathy and day nursery
* 5-minute walk from Ewell East Station
* Discounted Starbucks, Modern hair and beauty salon offering employee discounts
* Free online qualifications
* Free parking on-site

*Nescot is graded ‘Good’ by Ofsted following its latest inspection in January 2023. Inspectors rated the College as Good in all 8 aspects. The report recognises that students “enjoy their courses and are motivated to succeed”, and benefit from “highly supportive relationships” with staff. Safeguarding arrangements are “effective” with regular training for staff, and leaders have in place “an effective policy for safer recruitment.”*

*At Nescot, we’re proud of our inclusive culture and we welcome all applications.*

*This role is employed through Nescot Enterprises Ltd, a wholly owned subsidiary of Nescot which operates different terms and conditions.*

**Closing date Sunday 22 September 2024**

**Interviews will be held week commencing 23 September 2024**



**Job Description**

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| **Position Details:** |
| **Title:** | Attendance Mentor – English and Maths |
| **Department:** | English, Maths, Basic Skills, ESOL |
| **Fraction:** | 0.8011- Term time only |
| **Status:** | Fixed Term until 31/8/25 |
| **Grade:** | NEL Support Grade 5 |
| **Child/Vulnerable Adult Contact:** | Yes |
| **Reporting / Department Details:** |
| **Responsible to:** | Head of Curriculum English, Maths, Basic Skills, ESOL |
| **Functional links with:**  | Students, English and maths teams, Wellbeing Team, Curriculum Teams, Learning Support Team, Student Finance, Quality Team, MIS Team |
| **Job Purpose:** |
| Improve English and maths attendance rates for the college, ensuring students are not missing in education. Following up on absent learners, communicating with the wider college community and external stakeholders. |
| **Main Duties and Tasks:** |
| **Attendance monitoring*** Monitor student attendance to English and maths and address any issues promptly, ensuring college Key Performance Indicators are met
* Maintain accurate records of student attendance within the English and Maths department.
* Monitor daily attendance registers and promptly follow up on any instances of non-attendance or lateness.
* Utilise college attendance tracking systems and databases to document student attendance and related data.
* Report on attendance for given curriculum areas, and early identify students at risk for attendance to the Head of Curriculum (HoC) or Curriculum Leads (CL) to manage through the College Intervention/Disciplinary process
* Liaise with and build collaborative relationships with the security and campus support team, safeguarding and wellbeing team and curriculum area leads to positively challenge students about behaviour and attendance.

**Engagement and intervention*** Collaborate with tutors and teaching staff to identify students with attendance issues and implement appropriate interventions.
* Conduct regular check-ins with students who have poor attendance records to understand underlying reasons and provide support.
* Communicate effectively with students regarding the importance of attendance to English and maths and its impact on their progression.

**Data Analysis and Reporting:*** Analyse attendance data to identify trends, patterns, and areas for improvement.
* Generate regular reports on attendance rates, trends, and intervention outcomes for departmental review.
* Provide recommendations based on data analysis to enhance attendance strategies and student support initiatives.

  **Accountability*** Ensure compliance with college attendance policies and procedures.
* Assist in the administration of attendance-related documentation and processes, such as issuing warning letters or attendance improvement plans.
* Maintain confidentiality and sensitivity in handling attendance-related information.

Duties:* English and maths Attendance Monitoring: Implementing strategies to improve attendance rates, resolving issues, and contacting students who do not attend to encourage participation. Actively engaging with students every day, to drive up behavioural standards and provide and outstanding learning and professional experience.
* Referral to Heads of Curriculum/Curriculum Leads: Maintain open communication with HoCs and CLs to facilitate interventions and behaviour stages for non-attending students.
* Parent Communication for Attendance: Contacting parents or guardians when students do not attend English and maths, providing information on the importance of attendance. Maintain communication records on college systems.
* Promoting Inclusivity and Diversity: Creating an inclusive and welcoming environment that celebrates diversity, fosters belonging, and promotes cultural awareness and social cohesion.
* Student Support and Guidance: Be a welcoming face in college. Providing one-on-one support and guidance to students, and referring students on to relevant support teams such as Safeguarding, Campus Support, Learning Support and Student Finance.
* Data Collection and Reporting: Collecting data on student attendance, and feedback, analysing effectiveness, and preparing reports for stakeholders.
* Compliance and Risk Management: Ensuring compliance with statutory guidance, college policies and health and safety standards in all enrichment activities, including completion of risk assessments.
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| **Personal Development:** |
| * Participates in, and co-operates with, own Performance Review Interview to ensure that job-related targets are met and ongoing staff development in line with Nescot’s aims.
* To carry out Continuing Professional Development (CPD) to stay informed about best practices in student engagement, enrichment and event planning, mandatory professional updates.
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| **Equality and Diversity and Nescot Values:** |
| * It is the responsibility of the post holder to promote equality and diversity, Nescot Enterprise values and recognition of diversity throughout Nescot Enterprises.
* To follow and adhere to Nescot’s Equality and Diversity policy at all times.
* The post holder will undertake their duties in full accordance with Nescot Enterprises’ policies and procedures relating to equality and diversity and Nescot Enterprise values.
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| **Safeguarding and PREVENT Responsibilities:** |
| * It is the responsibility of the post holder to commit to safeguarding and promoting the welfare of students within Nescot Enterprises.
* The post holder will undertake their duties in full accordance with Nescot Enterprises’ policies and procedures relating to safeguarding, PREVENT and promoting the welfare of students.
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| **Additional Duties:** |
| * To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within Nescot Enterprises at the initial place of work or any other of the College Group sites within the area.
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| **Health and Safety:** |
| * Under the Health & Safety at Work Act 1974, whilst at work, you must take reasonable care for your own health and safety and that of any other person who may be affected by your acts or omissions.  In addition, you must co-operate with the College on health and safety and not interfere with, or misuse, anything provided for your health, safety or welfare.
* The Health and Safety Policy is available through SharePoint, your line manager or via Onboarding.

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| **Terms and Conditions of Nescot Enterprises Ltd:** |
| * Please note that this is a post under Nescot Enterprises which has different terms and conditions to that of the College
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| **Annual Leave and Hours of Work:** |
| * Full time hours of work are 37.5 hours per week, normally worked Monday – Friday 8.45 am – 5.15 pm. Part time or casual hours will be as agreed.
* For full time staff annual leave is 25 days plus Bank Holidays plus 5 efficiency days taken at Christmas when the College is closed for 2 weeks. Part time staff’s annual leave will be pro rata. Please note that it is expected that post holders will take their annual leave at times convenient to the department and its students, which will normally therefore be at times when students are not in College.

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| **Pension** |
| You have the right to join the NEST scheme and you will be automatically enrolled into the NEST Government Workplace Pension Scheme should you meet the required criteria of an eligible job holder. You may elect to opt out if you wish. |

This job description is current as dated. In consultation with the post holder it is liable to variation by the College to reflect actual, contemplated or proposed changes in or to the job.UPDATED BY: Head of Curriculum, English, Maths, Basic Skills and ESOL Date: August 2024UPDATED BY: Head of Curriculum Date: August 2024 |
| **Person Specification – Attendance Mentor English and Maths** |
|  | **Essential** | **How Identified\*** | **Desirable** | **How Identified\*** |
| **Experience** | Relevant experience in working with young people in and education setting Demonstrated commitment to student welfare | AA |  |  |
| **Skills and Abilities** | Exceptional Communication Skills, both verbal and writtenStrong Organisational abilitiesStrong administrative abilities and IT SkillsAnalytical skills/interpreting/presenting dataLeadershipAbility to build trusting relationships with students, whilst influencing positive behaviour change | I/TA/I/TI/TIII |  |  |
| **Qualifications** | GCSE Grade 4 and above in maths and English or suitable Level 2 qualification | A | Qualifications in Mental Health, Youth leadership or related field | A |
| **Personal Qualities** | ImaginativeAdaptableResilientHas awareness of equality and diversity and NEL Values which is promoted within your roleCommitment to continuing professional developmentCommitment to safeguarding, PREVENT and promoting the welfare of learners The required health and physical capacity to carry out the relevant administrative activities, after NEL has made such adjustments as may be required under the disability provisions of the Equality Act 2010Commitment to energy management and sustainability | A/IA/IA/IA/IA/IA/IA/IA/I |  |  |
| **KEY** |
| **A** = Application Form | **I** = Interview | **O** = Observed Teaching Session | **T** = Test | **M** = Medical Questionnaire |

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