

UTC Warrington

Targeted Support Officer - Attendance

Vacancy Information Pack





Vacancy: Targeted Support Officer - Attendance

Job start: ASAP

Interviews: w/c 10th January 2022

Salary: Local Government Support Staff Pay Scale Point 1 (range 1 -3) £17,364.00 (Pro-rata TTO £6003.59)

Location: Warrington

Contract type: Part Time / Term-time only

Contract term: Fixed term until 31/08/22 (to be reviewed Summer 2022)

Hours: 15 hours per week (Monday - Friday 9.00am – 12pm)

Benefits: Local Government Pension Scheme

We are seeking an individual who is passionate about improving outcomes for young people to become our *Targeted Support Officer - Attendance*. You will work with our parents and students to maximise attendance at UTC Warrington. Supporting students in developing professional standards that will enable them to succeed in the world of work.

About Us

UTC Warrington opened in September 2016 and was first inspected by Ofsted in May 2019 and secured a 'Good' judgement in all areas. UTC Warrington aims to become an Outstanding institution by our next Ofsted inspection.

Our key focus is to support young people in preparing for the world of work, develop technical skills, and to find meaningful careers – apprenticeships, university, or employment. Manchester Metropolitan University collaborated with employers such as Sellafield Ltd to create the UTC, providing students with valuable relationships and experiences within the STEM industry in the Northwest and beyond.

We are a school and sixth form, with a strong focus and vision that prepares students for a high-quality role within science, technology, and engineering. Our students study academic subjects, with a range of GCSEs and post-16 qualifications. We also offer the opportunity for students to focus on developing their technical knowledge and skills and to work directly with the region's employers.

Our dedicated personal development programme encourages students to challenge themselves by using their skills in Leadership, Organisation, Resilience, Initiative, and Communication in all aspects of their UTC career. Combined with opportunities to take part in our high-quality co-curricular programme (cadets, NCS, student leadership, sport) our young people are ready for the world of work.

Our school has fantastic facilities and state-of-the-art equipment. Students have contact with industry professionals and teachers with strong industry experience.

Closing date: Please complete an application form and submit a covering letter to ldevine@utcw.co.uk. CVs will not be accepted. The closing date for applications is Friday 17th December 2021.

We reserve the right to close this vacancy early should we receive an overwhelming response. All candidates are advised to refer to the job description and person specification before making an application.

Follow us on Facebook, Twitter and LinkedIn. Further details can be found on our website at www.utcw.co.uk

Targeted Support Officer (Attendance) - Job Description

Job Title:	Targeted Support Officer - Attendance
Accountable to:	Office Manager, SLT
Accountable for:	N/A
Job Purpose:	To improve student attainment by increasing attendance within the UTC, promoting social inclusion with young people and reducing truancy. To undertake work with identified students and their families where attendance is a cause for concern, and to monitor the impact of this intervention. To ensure all UTC students, parents and staff are supported in developing a culture of outstanding attendance.
Main duties and responsibilities	<ul style="list-style-type: none"> • Assist in developing procedures and initiatives related to the attendance of young people at the UTC. • Monitor absence and maintain statistical data and attendance records, providing weekly reports and accurate record keeping. • Examine trends and identify future problems from information available and assist with enquiries on college attendance issues and persistent absence as appropriate. • Provide support to individual children and/or families as directed, including contacting parents and young people regarding attendance at college (phone, mail, email, home visits) as directed and discuss reasons for absence. Report outcome to appropriate staff. • Complete appropriate documentation and prepare letters regarding attendance. • Liaison with colleagues such as SLT, Middle Leaders, Pastoral Manager on individual attendance issues. • Support UTC staff in celebrating good attendance providing relevant data for celebration assemblies and events. • To assist with attendance appeals, including liaising with Warrington Borough Council, parents and preparing and submitting documentation. • Contribute to the gathering of evidence for legal proceedings associated with non-attendance, such as Fixed Penalty Warning Notices and the Fast Track process. • To be aware of Safeguarding and Promoting the Welfare of Children procedures as well as the college's Attendance and Admissions policies.
Other duties and responsibilities:	<ul style="list-style-type: none"> • To carry out any other duties that the Head of College may reasonably request.
Responsibilities common to all staff:	<p>All staff are expected to:</p> <ul style="list-style-type: none"> • Foster UTCW's vision and objectives. • Ensure equality and diversity is celebrated and promoted through all practice, and that success is achieved through widening participation and encouraging access to a diverse range of students.

	<ul style="list-style-type: none">• Effectively discharge UTCW's responsibility for safeguarding students.• Work within the UTCW Health and Safety policy to ensure a safe working environment for staff, students and visitors.• Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.• Engage actively in the performance review process.• Adhere to policies and procedures as set out in the staff handbook or other documentation available to all staff.• Attending appropriate professional development/training sessions, courses or meetings to ensure that skills are maintained and developed to meet the changing needs of the college.• To comply with the provisions of the Data Protection Act and adhere to the requirements of all staff to maintain confidentiality in respect of governors, staff, parents, students and members of the general public.• Be responsible and accountable for carrying out the post with regard to the college's Safeguarding Policy, Equal Opportunity Policy, Health and Safety at Work Act and any other relevant policies and procedures.
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2. Personal Specification

	Essential	Desirable
Qualifications:	<ul style="list-style-type: none"> • GCSE education to include English Language and Maths (or equivalent) 	<ul style="list-style-type: none"> • Higher Education/degree. • Safeguarding qualification.
Skills:	<ul style="list-style-type: none"> • The resilience to thrive in a busy and fast paced working environment. • Ability to build and maintain successful relationships with students, parents and staff, based on mutual respect and consideration. • Excellent ICT skills including the ability to use specialist packages. • Excellent literacy & numeracy skills. • Capacity to quickly develop a working knowledge of the relevant policies, systems, protocols and procedures • Ability to identify own learning needs and actively seek development opportunities. • Ability to listen and deal with complex situations in a calm and professional manner. • Ability to work as part of a team, as well as using own initiative. 	<ul style="list-style-type: none"> • Working knowledge and ability to use SIMS management information system.
Experience, knowledge and understanding:	<ul style="list-style-type: none"> • Awareness of the importance of safeguarding. • Dealing with complex issues. • Dedicated to removing students barriers to learning. 	<ul style="list-style-type: none"> • Working within an educational setting.
Characteristics:	<ul style="list-style-type: none"> • Positive and pro-active approach. • Demonstrate a commitment to the college vision, aims and ethos, its community and the college improvement agenda. • Demonstrates a passion for the UTC model and delivering education that is student centred and cutting edge. • Highly personally credible and able to represent UTCW with external agencies, particularly employers. 	<ul style="list-style-type: none"> • Enhanced DBS.

UTC Warrington is committed to safeguarding and promoting the welfare and safety of students and expects all staff and volunteers to share this commitment. An Enhanced DBS Disclosure is required for all staff within the college.

December 2021