

Job Description

Post Title: Attendance, Destination and Progression Officer (A4343)

Evaluation: 384 Points **Grade: N4**

Responsible to: Gateway Manager

Responsible for: N/A

Job Purpose: To produce reports and report the findings on all internal and external targets as set by the Service in relation to progression, destination and attendance of service users.

Main Duties: The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

- 1 To respond to customer enquiries, delivering and promoting the services required.
- 2 To contact learners (past and present) at regular intervals to effectively track and record learners' destinations and progression.
- 3 To input all data onto the Management Information system in a timely manner with regards to the progression and destination of our learners (past and present)
- 4 To collect, analyse and report on destinations, progression and attendance of learners
- 5 To monitor, run regular reports and report findings on learner's attendance as and when required
- 6 To provide advice and guidance in relation to established internal policies and procedures.
- 7 To liaise and ensure effective working relationships internally and externally with organisations in the delivery of NCL services.
- 8 To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.
- 9 To assist in maintaining a healthy, safe and secure environment and to act in accordance with the Council's policies and procedures.