

**Job Description
Attendance Engagement Liaison**

Name:	
Regular coordination and reporting to:	Deputy Principal - Pastoral
Department	Pastoral
Weeks and Hours:	20 - 25 hours per week, term time only

Position Purpose:

Students with chronic attendance are less likely to achieve at school and access the opportunities that would otherwise be available to them as they progress through school and beyond.

The purpose of this position is to improve the attendance of students who are chronic attenders, and also those who are at risk of becoming chronic attenders.

The successful applicant will be expected to provide high-quality support for these students who have been identified through the school's attendance recording and monitoring systems. This support will firstly require identification of the barriers that are responsible for and/or contribute to the reasons for poor attendance. Further interventions will include working with the whānau, other teachers, school support staff and relevant agencies in order to meet the needs of the ākonga (students) to improve their attendance and ensure that it is sustained at an acceptable level.

To provide high-quality support. To uphold the schools values in each of the performed roles, as the role requires being the 'professional face of the College'.

To be an active member of the wider Pastoral Team that provides high-quality Attendance support to meet the ever-changing needs of the school. This includes any duty the Employer may reasonably require the Employee to perform, to ensure that the school operates efficiently, effectively and smoothly.

This job description provides a guideline of responsibilities and expectations (outlined on page 2), and must be referred to alongside the following:

1. The terms and conditions are outlined in the *Support Staff in Schools' Collective Agreement*.
2. A commitment to Tauranga Girls' College:

Vision: Empowering Learners to make a positive impact

Mission Statement: To create a safe, stimulating and exciting learning environment that allows each student to develop their academic, cultural and sporting potential.

Values:

- Manaakitanga
- Mahi Tahi
- Mana Motuhake

3. Tauranga Girls' College policies, procedures and handbooks, including a commitment to:
- Professional conduct, which includes interacting appropriately with staff, students and visitors, and maintaining a professional standard at all times
 - Professional development, training, and adoption of new technology
 - School Health and Safety Practices
 - Participating in appraisal processes
 - Undertaking all responsibilities with integrity and confidentiality in and outside of the role
 - Employee Assistance Programme
 - Partnership to Treaty of Waitangi

Key Responsibilities and Tasks	Outcomes
Admin/Attendance Tracking	
<ul style="list-style-type: none"> ● Liaise with staff (Attendance Administrator, Deans, DPs) about chronic attenders when they have been identified. ● Maintain accurate and timely documents on chronic attenders that records their ongoing level of attendance and response to actions. ● Prioritise those students whose attendance is most concerning. 	<ul style="list-style-type: none"> ● Accurate and timely communication to determine those students who require support for attendance - chronic and concerning. ● Interventions are put into place, continued/discontinued based on this information, which identifies their effectiveness ● Students with the greatest needs will be given the greatest priority/support.
Communication/Collaboration/Relationship building	
<ul style="list-style-type: none"> ● Demonstrate competent verbal and written skills. <p><u>Case Management and Organisation:</u></p> <ul style="list-style-type: none"> ● Work with students to establish rapport and identify barriers and what support is required. Able to assess the needs of whānau and develop action plans in collaboration with them ● Work with staff to keep them updated on levels of attendance and the current interventions. Regular meetings may be required to ensure that communication is timely and effective. This will also provide opportunities for information sharing and for solutions to be discussed. 	<ul style="list-style-type: none"> ● Effective verbal and written communication with students, staff, whānau and agencies and accurate and clear written documentation. ● Mutually respectful relationships will be developed, and students will feel comfortable sharing their situations. Ākongā and their whānau will accept that they have a degree of ownership and will contribute to being part of the solution. ● Staff are aware of the students whose attendance is concerning, what is being done, and the progress being made, or lack of it.

<ul style="list-style-type: none"> Work with agencies who are identified as being part of the solution to improve attendance and coordinate with them to achieve results. 	<ul style="list-style-type: none"> Positive relationships will develop between staff members and the agencies, and this will contribute to improved attendance.
Home Visits	
<ul style="list-style-type: none"> As part of the solution to improving attendance, home visits will take place through referrals from the Pastoral team. Follow appropriate health and safety protocols (see Health and Safety Doc). 	<ul style="list-style-type: none"> Families will feel supported by the school and understand the importance of their child's attendance improving. Home visits will improve communication, promote further identification of barriers and support that is required. Unnecessary risks will be avoided and staff will remain safe.
Cultural Competency	
<ul style="list-style-type: none"> A strong understanding of and commitment to incorporating Te Ao Māori values, tikanga and Mātauranga Māori into practice. An understanding of the number of Māori and Pasifika students who currently show chronic attendance and an ability to advocate for whānau in accessing culturally appropriate services and resources. 	<ul style="list-style-type: none"> Rangatahi and their whānau will feel understood and respected as Māori. Strategies and interventions will be developed that target Māori students and their whānau, who will become empowered to make decisions and achieve self-sufficiency (rangatiratanga).
Integrity and Professionalism	
<ul style="list-style-type: none"> The ability to maintain confidentiality, act with honesty and ethics, and uphold professional standards while representing Tauranga Girls' College favourably 	<ul style="list-style-type: none"> Correct school procedures and protocols will be followed.

Confirmation:

Employee:	Signature:	
Employer: Tauranga Girls' College	Signature:	