

School Attendance Advisor and Manager

Job Description

LAST UPDATED: February 2023

Purpose of Position

The primary purpose of this service is to support ākonga to attend and engage in learning at school, and to lead and manage the School Attendance team. This includes planning, monitoring and reporting on ākonga attendance in relation to targets.

The School Attendance Advisor and Manager will work collaboratively with ākonga, schools, whānau, the Ministry of Education, iwi and other organisations and agencies in our community.

The School Attendance Advisor and Manager will be employed by Marlborough Girls' College on behalf of all Marlborough Schools. They will report to the Principal of MGC and the Regional Attendance Service Steering Group which is made up of representatives from Marlborough schools, the Ministry of Education and iwi.

The School Attendance Advisor and Manager will put ākonga and whānau at the heart of their practice, be collaborative and strengths based, inclusive and culturally affirming.

Accountability

The School Attendance Advisor and Manager will report and be accountable to the Principal of Marlborough Girls' College.

Functional relationships

The School Attendance Advisor and Manager will develop and maintain relationships with their team of Attendance Advisors, ākonga, whānau, staff of Marlborough schools, iwi representatives, key Ministry of Education (Te Mahau) staff and members of community groups, agencies and organisations.

Tenure and Allowances

Full time, 40 hours per week (1.0FTE), 52 weeks a year. This is a fixed term contract for three years, as funding for this position is dependent on specific funding for the Marlborough Attendance Service.

Key capabilities

The School Attendance Advisors will put ākonga and whānau at the heart of their practice, be collaborative and strengths based, inclusive and culturally affirming.

They will

- Support a high functioning and collaborative team that makes a positive difference to school attendance across the Marlborough region.
- Evidence working effectively with ākonga, young people and teenagers, across cultures and communities.
- Understand, encourage and promote learning to support ākonga to the value of their education.
- Connect with and work alongside schools and teachers to positively impact upon ākonga attendance and engagement.
- Work effectively with whānau to support ākonga attendance and engagement.

- Be positive and consistent in pursuing successful attendance at school for all ākonga and their whānau.
- Know our community and the wide range of support groups and organisations available to support ākonga attendance and engagement in school.
- Demonstrate strong communication skills across all sectors

The successful applicants will be competent in using databases to connect with schools and monitor ākonga attendance over time.

The police vetting of staff is mandatory under both the Education and Training Act 2020 and the Children's Act 2014. Therefore any applicant appointed to the role will be required to complete a satisfactory police vet in line with these regulations. A clean drivers licence is also required.

Key functions

Responsibilities and Key Tasks

- To support ākonga to attend and engage in learning at school.
- Manage and coordinate referrals across the Marlborough region.
- Prepares reports on targets for the Principal and Marlborough Attendance Service Steering Group.

Key Performance Indicators

Key Performance Measures for the Marlborough Attendance Services are as follows. The School Attendance Advisor will demonstrate their contribution to these outcomes in their assigned schools.

1. Ākonga return to a legal learning environment following an unjustified absence referral within 40 school days - Target 75%
2. No more than 10% of UA referrals are re-referred more than two times in one school year - Target 75%
3. All NENs cases open longer than six months have a plan in place to re-engage ākonga back into school or a learning environment. The plan must include options that result in a case closure within the following two months
 - **Target:** 100% of cases open longer than six months have a plan in place, and
 - **Target:** 75% of these plans are executed, resulting in NEN case closure within 2months

The School Attendance Advisor responsibilities

- Meet with and develop effective plans with whānau and ākonga
- Work alongside whānau, schools, iwi and community groups, organisations and agencies to identify reasons for non attendance and establish an effective plan to improve attendance at school
- Monitor the plan and ākonga progress in improving attendance.
- Develop relationships with key staff in all assigned schools
- Support schools in making referrals using ASA.
- Receive, acknowledge and act on all referrals from schools
- Monitor ākonga attendance
- Work with teachers and school staff to support ākonga's attendance plan
- Maintain contact with assigned schools, sharing information appropriately as needed and required
- Maintain accurate and up to date records of all referrals and actions in the appropriate database
- Be familiar with and work in accordance with MGC's key policies and procedures

The School Attendance Manager responsibilities

- Work collaboratively with key Marlborough school staff, regional attendance staff, the Ministry of Education, iwi and local organisations to ensure consistent systems and practice are in place.
- Shares issues and possible solutions related to school attendance with the Principal.
- Support promotion of education and attendance at school.
- Ensure consistent and effective use of data to inform practice.
- Share, with the Principal and Steering Group, patterns or issues in attendance across the region and possible strategies to address these.

There may be other roles particular to Marlborough Attendance Service, these tasks will be discussed and negotiated on an individual basis.

Professional Development and Annual Review

The Staff member is expected to set professional goals and participate in the Marlborough Attendance Service Appraisal System.

Signed _____ Dated _____

Attendance Manager