



Porirua College

Job Description

Position: **Attendance & Achievement Officer**

Responsible to: **The Principal**

Relationships with: **SLT, Staff, Ākonga and the Community**

Primary purpose:

- o To ensure that SLT/PL/Pastoral Care Team identified non-attending ākonga are supported to be present at school and in classes
 - o To ensure that SLT/PL/Pastoral Care Team identified non-attending ākonga are supported to develop and meet pathway goals
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Responsibilities to the school:

- o To agree with SLT and PLs on non-attending ākonga to be supported
 - o Working with the school to assist with the early identification of ākonga, through attendance data and staff referrals, whose attendance has dropped below 75% attendance in class. This work will include meetings with key pastoral staff.
 - o Working with whanau with a history of poor attendance to support school attendance for their tamariki. This work will include home visits.
 - o Assisting ākonga and the school to identify and overcome barriers to regular attendance.
 - o To follow up persistent student lateness
 - o To check the grounds several times daily for ākonga on site but not attending classes
 - o To support senior ākonga attending and completing credits
 - o Identifying ākonga not attending school and inform the PL/SLT member
 - o Liaison with, and referral to, specialist social agencies to support ākonga and their families, as required.
 - o Assisting the school and other agencies to set up and monitor individual plans that ensure good school attendance – including assistance with the RAAYS process as appropriate
 - o Ensuring that these ākonga have had learning conferences to set and monitor pathway goals, including doing some learning conferences
 - o Provision of data and information as required by the school and the MOE
 - o Prepare necessary documentation and record events/actions taken
 - o Report to relevant staff
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Responsibilities to the ākonga:

- o To engage with ākonga positively and professionally to support them to attend classes and Mahi Tahi
 - o To engage with ākonga positively and professionally to support them to achieve agreed academic goals
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Responsibilities to the community:

- o Establish good relationships with parents and community members through effective and open channels of communication
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Responsibilities to school leadership:

- o To support the PE Graduate Profile (VAI)
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Person specification:*Experience:*

- o A knowledge of KAMAR would be preferable (but not essential)
- o Previous experience working with tamariki and/or young people
- o A Police Vet will be required

Skills:

- o Good interpersonal skills
- o Good analytical skills
- o Relate effectively to young people
- o Have excellent written and oral communication skills with ākonga, staff, parents/caregivers and outside agencies
- o Relate effectively to employers, parents/caregivers and outside agencies
- o Establish priorities, define tasks and see them through to completion
- o Have well developed ICT skills

Signed by

Date

PORIRUA EAST GRADUATE PROFILE

Tangatawhenuatanga is our respected foundation. Support connects the learning between schools and homes in our place, Porirua East.



VOICE "EVERYONE HAS A VOICE THAT CAN CHANGE THE WAY THINGS ARE"

- Have the courage to have your say
- Believe in yourself to fight for future generations
- Make changes in the family, community and world
- Communicate with others and hear their opinions
- Give back your learning to others

ACTION "LEARNERS MAKE A DIFFERENCE"

- Surround yourself with supportive adults and friends
- Take control of your learning
- Achieve useful skills in useful subjects
- Adapt to different environments and ways of learning
- Feel confident to participate within your group, team or pair
- Think critically
- Let others expand your learning
- Put yourself in a safe environment

IDENTITY "KNOW WHO YOU ARE. BE WHO YOU ARE. SHOW WHO YOU ARE"

- Know your roots
- Keep the culture strong
- Know where you stand as a learner
- Keep healthy in well-being
- Use all your languages
- Respect everyone else's beliefs
- Have strong mana