



Safer Mid Canterbury Hakatere Haumaru

Together we're safer • Me uru kahikatea

Job Description

Position:	Kaiāwhina Attendance
Team:	Child & Youth Services Team
Location:	Ashburton District
Hours of Work:	29.5 hours per week
Date Issued:	December 2024
Reports to:	Child & Youth Services Team Leader
Purpose:	To provide the specified attendance services to schools across the Ashburton District which are safe for the young people involved, are culturally sensitive and take into account of the needs of students, whānau, schools, and the community.

Safer Mid Canterbury | Hakatere Haumaru

“Together we're safer ♦ Me uru kahikatea”

Strategic Goals of Safer Mid Canterbury | Hakatere Haumaru

- A Safer, Stronger Community
- Strong and Healthy Families
- Working Together
- Positive Pathways for Young People

Attendance Service:

Te Tāhuhu o te Mātauranga | The Ministry of Education contracts a number of services throughout New Zealand to work together with schools to decrease the incidence of non-attendance, thereby improving the educational opportunities of students at risk of social and educational disadvantage. Safer Mid Canterbury | Hakatere Haumaru delivers this service in the Ashburton District and Geraldine catchment as a regional provider.

Target Groups:

Children and young people of school age (as defined in the Education and Training Act 2020) who are exhibiting part or full-day patterns of unjustified absence from school and their whānau or caregivers; children and young people of school age (as defined in the Education and Training Act 2020) who are non-enrolled and attending no school, and their whānau or caregivers.

Qualifications:

The person will have relevant experience and/or training in a field that furnishes them with the skills needed for a position of this type.

Functional Relationships:

Internal to Safer Mid Canterbury | Hakatere Haumaru:

- ❖ Safer Mid Canterbury | Hakatere Haumaru General Manager
- ❖ Safer Mid Canterbury | Hakatere Haumaru Team Leader
- ❖ Safer Mid Canterbury | Hakatere Haumaru Administration Staff

External to Safer Mid Canterbury | Hakatere Haumaru:

- ❖ Mid Canterbury Schools
- ❖ Specialist Education Services
- ❖ Police
- ❖ Social Service Agencies (Government and NGOs)
- ❖ Oranga Tamariki
- ❖ Te Tāhuhu o te Mātauranga | The Ministry of Education

Key Functions:

Kaiāwhina Attendance – Attendance Service

1. Completion of a District Attendance Services Business Plan.

Outcome

- Business Plan completed and submitted to Team Leader by the end of February each calendar year (please note, you are part of a team so this role will be shared)

Measures

- Plan completed to an acceptable level and submitted on time

2. Initial liaison with schools to outline attendance, referral process, school's responsibilities, and how the service will support the school to manage attendance.

Outcome

- Each school within the contract to be visited in the first term of each school year with the above information disseminated to the appropriate people/person

Measures

- All schools visited and informed of service, process, responsibilities and supports; schools understand how to use the service (please note, you are part of a team so this role will be shared)

3. Respond to non-attending students.

Outcome

- Referrals received and immediately acknowledged
- Respond to all referrals
- Seek to return the student to their appropriate school
- Inform the school when student returned, or if unable to locate and/or return student
- Provide written or email report to school advising of reasons for non-attendance, a summary of provider's actions and the resulting outcomes
- Liaise, as appropriate, with school, whānau and agencies to identify, as far as practicable, the likely reasons for a student's non-attendance
- Consult with schools where necessary regarding statutory intervention

Measures

- All referrals acknowledged within two school days
- School aware of situation
- Reports provided as soon as practicable, and not more than five days after first contact with school/whānau
- Likely reasons for student's non-attendance identified

4. Work, as appropriate, with schools, whānau and other agencies to support schools to fully engage chronically non-attending students within an education setting.

Outcome

- Schools, whānau and agencies working together, as appropriate, with Attendance Service to reduce chronic non-attendance
- Refer students and/or whānau to appropriate community agencies to assist them to reduce barriers to the student engaging fully with school

Measures

- Schools supported to reduce chronic non-attendance

5. Maintain accurate records of all referrals and responses.

Outcome

- Attendance Service Application (ASA) database maintained and always up to date
- Records are kept within our client management system

- A record is also maintained of the number of individual student referrals received each term that are subsequently attending regularly within that term

Measures

- Records are up to date, accurate and complete
- An up-to-date, accurate and complete record is kept of student's subsequent regular attendance post-referral

6. Report to Te Tāhuhu o te Mātauranga | the Ministry of Education on any school-aged children not enrolled at a registered school.

Outcome

- Te Tāhuhu o te Mātauranga | The Ministry of Education aware of non-enrolled students in Mid Canterbury

Measures

- Te Tāhuhu o te Mātauranga | The Ministry of Education informed within two working days of attendance service becoming aware of, and confirming, non-enrolment of a student

7. Work on attendance initiatives where appropriate, and where time allows.

Outcome

- Work with schools, the community, businesses, whānau and agencies to increase attendance

Measures

- Effort put into attendance initiatives are able to achieve tangible results

9. Provide regular line reports to Team Leader.

Outcome

- Submission of monthly line report as per template to line manager prior to monthly review meetings

Measures

- Team Leader receives regular, up-to-date reports within the specified timeframes

10. Submit regular milestone reports to Te Tāhuhu o te Mātauranga | the Ministry of Education.

Outcome

- Milestone reports received by the Ministry within 15 working days of the end of each school term (please note, you are part of a team so this role will be shared)
- Database updated daily so it contains the latest information

Measures

- Reports submitted within due timeframe and of standard acceptable to the Ministry

General

13. Jointly with Team Leader, monitor workloads ensuring an equitable and rewarding balance.

Outcome

- Satisfying and supportive working environment
- Management's awareness of workload pressures

Measures

- Review records

14. Comply with reporting, accountability and health and safety requirements.

Outcome

- Reporting to contracts as required
- Complying with health and safety requirements when working in and off the premises of work
- Complying with Safer Mid Canterbury | Hakatere Haumaru Key Operating Policies and Procedures (KOPPS)

Measures

- Timely return of contract report statistics
- Compliance with other reporting requirements
- Safe working environment
- Policies and procedures followed

15. Take part in supervision and training opportunities.

Outcomes

- The Team Leader will be available on a day-to-day basis to support the person holding this position in their work
- The staff member will receive professional supervision from a person agreed upon by the staff member and Team Leader as being an appropriate professional person
- The staff member will have a professional development record

Measures

- Supervision is relevant to best practice and professional development
- Professional development record

16. Attend relevant team and organisational meetings.

Outcomes

- The staff member is a fully participating member of Safer Mid Canterbury | Hakatere Haumaru
- The staff member will attend monthly staff and team meetings

Measures:

- Team meetings attended
- Monthly review meetings with Team Leader attended

17. Be committed to Safer Mid Canterbury | Hakatere Haumaru’s bicultural and multicultural development.

Outcomes

- Bicultural and multicultural development will be integrated into service responses

Measures

- Attendance at Te Tiriti o Waitangi training
- Identification of training needs in regard to cultures represented in case loads

18. Systems and processes maintained and up to date.

Outcomes

- Filing systems, both in hard copy and electronic, kept up to date and easily accessible
- Regular time put aside each month to ensure systems and processes continue to meet organisational demands
- Regular planning each month to ensure goals and priorities for month will be achieved

Measures

- Filing kept up to date and accessible/understandable to other staff
- Goals and priorities achieved in set time frames

I have read and understood the above Job Description and accept all of the above responsibilities incorporated herein.

Signed by: _____

___/___/___

Kaiāwhina Attendance – Ashburton District Attendance Service

Date

Signed by: _____

___/___/___

Team Leader – Safer Mid Canterbury | Hakatere Haumaru

Date

Ideal Person Specification

- Experience in working with children, young people and whānau with multiple needs
- Understanding and practical experience in working with reluctant clients and overcoming change resistance
- An ability to communicate effectively with a diverse range of individuals across a wide age bracket
- An ability to work cooperatively with school staff, community and statutory agencies
- Commitment to bicultural and multicultural social service practice and sensitivity to individual differences generally
- Well-developed verbal and written communication skills
- Excellent interpersonal skills
- Ability to listen, interpret, clarify information and make sound decisions
- Ability to maintain confidentiality
- Hold a current full motor vehicle driver licence

CONDITIONS OF APPOINTMENT

Kaiāwhina Attendance District Attendance Service – Ashburton District

Hours of work:	<p>Your ordinary hours of work will be 29.5 hours per week.</p> <p>Due to the nature of the position, working hours are flexible but will generally be worked Monday to Friday inclusive and will require staff member to be available from 8:30 am. The majority of the work will occur in the morning. Some home visits will need to be outside normal business hours so meetings can take place with whānau who work.</p>
Other conditions of appointment:	<p>Other conditions of appointment shall be as prescribed in the Employment Relations Act 2000 and its amendments, other Acts which govern employment and an Individual Employment Agreement.</p>
Remuneration:	<p>Hourly rate of \$30.18 per hour + 3% KiwiSaver paid on top.</p>
Place of work:	<p>The contract you work under requires you to provide services to the District's schools, so you will be required to travel to those schools and to where students of those schools may reside. All travel is in fleet vehicles provided by Safer Mid Canterbury Hakatere Haumarū.</p>
