



Safer Mid Canterbury Hakatere Haumaru

Together we're safer • Me uru kahikatea

Job Description

Position: Kaiāwhina Attendance

Team: Child & Youth Service

Location: *Ashburton District*

Hours of Work: 20 Hours per week

Date Issued: May 2023

Reports to: *Child & Youth Services Team Leader*

Purpose: To provide the specified attendance services to schools across the Ashburton District which is safe for the young people involved, is culturally sensitive and takes account of the needs of students, families/whanau, schools and the community.

Safer Mid Canterbury | Hakatere Haumaru

“Together We’re Safer ♦ Me ura kahikatea”

Strategic Goals of Safer Mid Canterbury

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

Attendance Service:

The 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 delivers this service in the Ashburton District and Geraldine catchment as a regional provider.

Target Group:

Children and young people of school age (as defined in the Education Act 2004) who are exhibiting (part of full day) patterns of unjustified absence from school and their families/whanau or caregivers. Children and young people of school age (as defined in the Education Act 2004) who are non-enrolled and attending no school, and their families/whanau 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 the Safer Mid Canterbury:

- ❖ Safer Mid Canterbury General Manager
- ❖ Safer Mid Canterbury Team Leaders
- ❖ Safer Mid Canterbury Administration staff
- ❖ Safer Mid Canterbury Project Staff

External to the Safer Mid Canterbury:

- ❖ Central Canterbury Schools
- ❖ Specialist Education Services
- ❖ Police
- ❖ Social Service Agencies (Govt and NGO's)
- ❖ Oranga Tamariki
- ❖ Te Tāhuhu o te Mātauranga | The Ministry of Education

Key Functions:

Kaiāwhina Attendance – Attendance Service Mid Canterbury

1. Completion of a District Truancy 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, support and understand how to use the providers 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
- Provide written or email report to school advising of reasons for non-attendance, a summary of providers actions and the resulting outcomes
- Liaise, as appropriate, with school, family/whanau, agencies, to identify, as far as practicable, the likely reasons for a students non attendance
- Consult with schools where necessary re 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 / family/whanau
- Likely reasons for students non-attendance identified

4. Work, as appropriate, with schools family|whanau and other agencies to support schools to fully engage chronically truant students within an education setting.

Outcome

- Schools, family|whanau and agencies working together, as appropriate, with Attendance Service to support schools to reduce chronic non-attendance
- Refer students and/or family 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

- ASA database maintained and always up to date.
- Records are kept within the 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
- A record is kept, up to date, accurate and complete of students' subsequent regular attendance post referral

6. Report to the Te Tāhuhu o te Mātauranga | 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, where appropriate, and where time allows, Attendance initiatives.

Outcome

- Work with schools, the community, businesses, family/whanau 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

- Line Manager receive regular, up to date reports within the specified timeframes

10. Submit regular Milestone Reports to the 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 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 ASCC/SMC 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 line manager 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 by the staff member and line manager 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 Haumarū
- The staff member will attend monthly staff and team meetings

Measures:

- Team meetings attended
- Monthly review meetings with line manager attended

17. Be committed to the development of Safer Ashburton’s Bi & Multi cultural Development

Outcomes

- Bi & Multi cultural 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 organisation demands
- Regular planning each month to ensure goals and priorities for month will be achieved

Measures

- Filing keep 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: xxxxxxxx

Kaiāwhina Attendance – District Attendance Service

___/___/___
 Date

Signed by: XXXXXXXX

Team Leader - Safer Mid Canterbury

___/___/___
 Date

Ideal Person Specification

- Experience in working with Children, young people and families/whanau 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 co-operatively with school staff, community and statutory agencies
- Commitment to bi & multi-cultural 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 drivers' licence

CONDITIONS OF APPOINTMENT

Kaiāwhina Attendance District Attendance Service – Ashburton District

Hours of Work:	<p>Your ordinary hours of work will be 20 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 9:00. The majority of the work will occur in the am. Some home visits will need to be outside normal business hours so meetings can take place with families 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 \$29.27 per hour + 3% Kiwisaver paid on top</p>
Place of work:	<p>The contract you work under requires you to provide services to the districts schools so you will be required to travel to those schools and to where students of those schools may reside. All travel is in vehicles provided by Safer Mid Canterbury.</p>
