

15th February 2021

Dear Applicant

We welcome your interest in the Attendance Officer positions, currently available at the Manurewa Attendance Service Cluster, as advertised online recently on SEEK and by all Manurewa schools via their website and/or Facebook pages.



Applications close on **Friday 26th February 2021 at noon** and are to be made on the official Manurewa Attendance Service application form. Please send this, along with your up to date Curriculum Vitae and a covering letter addressing the espoused role description requirements and the various person specifications as described in detail in the information pack. In your covering letter you also need to describe as succinctly as possible what it is you do now, or have done previously in your role/s, that is relevant to this attendance officer position.

The entire application package is within this email to you, or is available for pick up by you from the reception at Greenmeadows Intermediate School, 29 Greenmeadows Avenue, Manurewa. The application pack contains the following:

- This introductory letter (which includes the details around the background of the positions and schools involved)
- Process Timeline
- Copy of the advertisement
- Role Description (please read this in depth to see the various roles of this position)
- Person Specification
- Application Form (feel free to complete on the form digitally, or send as hard copy)

BACKGROUND:

The Attendance Service vision is for every learner to be attending school every day. Attendance Service Lead Schools are allocated a region with a catchment of schools that can refer students to the Attendance Service who are persistently not attending (unjustified absence) school.

The Ministry of Education has engaged with the South Auckland schooling sector to develop a pilot where the leadership of the attendance service is situated within the schools themselves and not within a community organisation. We are very excited about this new system as we believe with it sitting within schools the service is more flexible and agile and ultimately be more effective in ensuring the regular attendance of students in our community.

The South Auckland Cluster has been divided into five clusters based on Auckland Local Board Boundaries:

- Franklin
- Howick/Pakuranga
- **Manurewa**
- Papakura
- Upper Waikato

Each cluster generates a certain number of Attendance Officer positions based on the roll size of the entire cluster schools. There is one Lead School per cluster who is responsible for managing the service and employing the Attendance Officers for the length of the pilot (from 10th April 2020 – 21st December 2021). Our cluster lead school is Greenmeadows Intermediate, led by Cathy Chalmers, and we currently have four Attendance Officers. This is an additional position that has resulted from additional funding being provided to the cluster as part of the Ministry of Education's COVID response.

The responsibilities of the Lead School includes:

- Provide a service that is responsive to the needs and aspirations of Maori and Pacific students, their whānau and communities in ways that value and validate the identity, language and culture of these priority groups
- Employ culturally competent front line staff
- Manage and coordinate the referrals assigned to their service area
- Deliver and report on contract outcomes, outputs and KPIs/Service Level Agreements
- Promote schools to provide supporting information from the electronic Attendance Register (eAR) and other IT support tools in schools to enhance attendance management
- Continually improve the Attendance Service and shift over time to a more proactive service focused on early intervention
- Ensure professional development, training and supervision for Attendance Advisors/Kaiāwhina and all Provider staff
- Deliver a service that represents value for money and contributes to improving attendance rates and reducing unjustified absence rates nationally
- Work collaboratively and meet regularly with other regional and local service providers to ensure national consistency of systems and practices, effective Attendance Advisor/Kaiāwhina practice and professional development
- Promote and develop awareness of the service
- Develop and maintain effective relationships with schools, parents/family/whānau, Iwi, Pacific groups, the community, interagency services and the Ministry
- Ensure consistent and thorough use of data to inform practice
- Identify root causes of unjustified absence and implement strategies to address these.

We have a Memorandum of Understanding, and have a Governance Group supporting the Lead Principal. Our cluster is then broken down into three hubs, with each led by one Hub Principal. These are called East, West and Central. Whilst each Hub has a responsibility to support the Lead School and those responsibilities, the hubs main day to day responsibility is the management of the day to day operations of the Attendance Officers based in their specific hub. The schools within each hub are:

West Hub Lead School Weymouth Primary (1xAO)	Central Hub Lead School Manurewa Intermediate (2x AO's)	East Hub Lead School Greenmeadows Intermediate (1xAO)
Clayton Park Finlayson Park James Cook High Roscommon Te Matauranga Te Wharekura o Manurewa Te Kura Kaupapa o Manurewa Waimahia Intermediate	Blind and Low Vision Education Network NZ Clendon Park Homai Manurewa High Manurewa South Manurewa West Rowandale St Anne's Wiri Central Leabank	Alfriston College Alfriston Primary Everglade Hillpark Manurewa Central Manurewa East Randwick Park Redoubt North Reremoana Te Kura Akonga O Manurewa The Gardens

The Attendance Officer this position relates to will be based at the East Hub; Greenmeadows Intermediate School, but is likely to work across all three hubs, depending on where the highest number of current referrals are situated.

Terms and Conditions. Attendance Officer

The positions are for a fixed term duration (due to the fact this is a pilot contract) until 21st December 2021.

Hours: This is a part time position **during term time only.**

Work hours will be 28 hour per week and the pay rate is \$35.00/hour. It is expected that the hours will be worked as follows:

- 8.00am – 12.00, Monday, Tuesday and Friday,
- 8.00a.m. - 4.30p.m. Wednesday and Thursday) term time only.

Working Weeks:

- **40 school weeks – 4 school terms**
- Annual Leave is four weeks per year, to be taken during the school holidays.

Pay: \$35.00 per hour.

Other benefits: for work purposes only: cellphone, laptop and vehicle.

For further details about the role, please contact me: cchalmers@greenmeadows.school.nz

Once you have completed your full application please either email to me (at address above) OR post/drop off by hand with a stamped, self-addressed envelope (if you wish to have your application returned), marked private, to:

Cathy Chalmers, Lead Principal, Manurewa Attendance Service Cluster

Greenmeadows Intermediate School, 29 Greenmeadows Ave, Manurewa, AUCKLAND 2102

OR send your electronic application to me at: cchalmers@greenmeadows.school.nz

We welcome your enquiry and look forward to receiving your application.

Yours sincerely

Cathy Chalmers
Lead Principal