

Mount Roskill Grammar School



Position title: Whānau Connector
Grade: Grade 3
Employment: Fixed term
Hours of position: 30 hours per week
Department: Deans
Reports to: Senior Leader in charge of Attendance
Direct reports: Nil

Signed: _____ Date: _____ Updated: **21 July 2024**

Scope:	<ul style="list-style-type: none"> ● Deliver report by end of Term 1 2025 identifying strategy and process to improve attendance, reduction in truancy and improved student punctuality. Outcomes to be based upon results of 2024 and 2025 project.
Key Accountabilities:	<ul style="list-style-type: none"> ○ ● What needs to be done ● Meet with staff, students and parents/caregivers whanau and iwi to identify attendance issues and possible solutions. ● Work with groups Identified as having attendance concerns ● Action <ul style="list-style-type: none"> ○ To establish the reason for absenteeism and establish a plan for facilitating a return to school using appropriate strategies within specified timescales. ○ Develop strong relationships and engage positively with the whānau of targeted groups with attendance concerns. ○ Promote positive attitudes by students and families towards education and to ensure that parents are made fully aware of their statutory responsibilities. ○ To ensure parents, whanau, iwi and the community understand the links between achievement, engagement and attendance and have a positive attitude towards education. ○ Connect with Deans and SLT to improve our attendance rates ○ Liaise with ACES (Auckland Attendance Services), reporting persistent truants and providing data for their staff. ○ Make unsupervised contact with families in their own homes and elsewhere to investigate reasons behind a student’s absenteeism and to facilitate their return to regular full-time education. ○ To keep clear and concise records and to submit a weekly progress report to the senior leader ○ A full report including key data submitted each term. ● Other ● To work with neighbouring schools to implement consistent attendance strategies across our Kahui Ako. ● Monitoring the school grounds for in-school truancy and implement strategies to improve this ● Perform other duties as directed by the school

	<ul style="list-style-type: none">● Must maintain a working knowledge of the statutory framework relating to school attendance, child employment, child protection and special needs to be able to offer informed advice to students, parents and caregivers.
Typical work contacts:	Senior Leadership Team, Deans, Guidance Counsellors, Attendance Officer, Kaiako