



JOB DESCRIPTION

Position:	Attendance Engagement Mentor
Responsible to:	Deputy Principal in charge of Attendance
Functional Relationships:	Students and Parents/Caregivers/whānau Attendance Officer and Student Administration Assistant Principal - Student Support, HOS and Guidance staff Teachers and Support staff
Tenure:	Fixed Term 2026/2027

Primary Goal

- To significantly improve the school's chronic, irregular, and moderate student attendance rates and ensure the smooth administrative operation of attendance-related services.
- Work closely with the pastoral team to identify, track, and support students with chronic, irregular, or moderate absences, proactively encouraging their return to school.

Responsibilities and Key Tasks:

- Collaborate closely with the pastoral and attendance teams to proactively identify, track, and support students with chronic, irregular, or moderate absences (includes HOS and SLT).
- Conduct home visits to work with families/whānau with a history of poor attendance, helping them identify and overcome barriers to regular schooling.
- Receive and action referrals concerning student attendance from HOS, Staff, families/whānau, and other sources.
- Roam key areas of the school and local community to identify and retrieve students truanting from school.
- Maintain daily and weekly communication with whānau, ensuring a rolling roster of supported students (when shifts occur from poor attendance to regular attendance).
- Assist in setting up and monitoring individual attendance plans (in conjunction with school staff and outside agencies).
- Be available when needed at the main office during the morning to meet and process students arriving late.

Data Management

- Help maintain the integrity and accuracy of all student attendance records.
- Liaise with key personnel to ensure timely and correct student attendance information is recorded and updated in the Student Management System (e.g., KAMAR).
- Provide required attendance data and reports to school leadership and the Ministry of Education (MoE) as required.
- Attend specific training sessions as required by the Ministry of Education.

General Specifications

- Be an effective and contributing staff member, adhering to school procedures and guidelines.
- Maintain a willingness to be flexible, responsive, and contribute to school-wide initiatives, and attend relevant professional development courses and meetings.

Person Specification (Skills and Attributes)

- Proven experience working with students, teachers, and parents/whānau in a school setting.
- Competence in using a computer and a Student Management System/database (e.g. KAMAR).
- Demonstrate strong organisational skills and the ability to manage multiple tasks and priorities effectively.
- Possess a high level of interpersonal skills to liaise well with students, parents/whānau, visitors, outside agencies, and all levels of management and staff.
- Works collaboratively as a team member.
- Be a positive role model, presenting a good image, treating staff and students with courtesy and respect, and striving to use correct Māori pronunciation.
- Preserve confidentiality and display patience, understanding, and discretion at all times.
- Actively listens, reflects, and reviews tasks to continue to improve and seeks clarification when required.

Hours of work:

15 hours per week during term time only. Days and hours to be negotiated.

Terms & Conditions of Employment:

This position is covered by the Support Staff in Schools Collective agreement (SSCA), Grade B-C on the Teacher Aide pay scale. Commencing pay is dependent on qualifications and previous experience.