

Rangiora High School

Te Kura Tuarua o Rangiora



Attendance Case Manager (MoE funded)

Role Description

Purpose of the role

Rangiora High School is committed to the success and well-being of all our ākongā. We recognise the vital role whānau engagement plays in achieving this goal, particularly with regard to attendance. This approach supports our strategic priorities of improving attendance and achievement for all ākongā.

Starting in Term 2, 2026 (20 April 2026), we are seeking to appoint an Attendance Officer who is passionate about our ākongā, whānau and community to help support ākongā who are chronically absent and have disengaged from school.

Whānau engagement, defined as building relationships and partnerships with extended family, is fundamental to supporting ākongā attendance, learning and well-being. It fosters a sense of belonging and improves educational outcomes by strengthening connections between schools, families, and the wider community.

Role description

Tenure:	Fixed term, part time (25 hours per week). Term time only until 16 December 2027. There may be occasions that the successful applicant will be required to work out of school hours
Remuneration:	Support Staff Collective Agreement
Direct Report:	Deputy Principal with oversight
Functional Relationships:	Pastoral Management Team Kaitiaki The Principal School Board External Agencies

*We create inclusive, equitable and relevant learning opportunities with clear pathways.
We empower deeply engaged and connected lifelong learners.
We contribute positively to our community.*

Attendance Officer (MoE Funded) - Role Description

Personal Qualities and Requirements

The Attendance Officer must possess the following character traits and competencies :

- **Cultural Intelligence:** High levels of cultural responsiveness and the ability to embed these practices in all activities.
- **Relational Management:** Strong ability to build community and manage relationships between school, home, and external agencies.
- **Effective Communication:** Highly effective oral and written communication skills.
- **Self-Management:** Strong organisational skills and the ability to work independently to meet the needs of disengaged students.
- **Technical Proficiency:** Strong IT skills, including the ability to manage data within KAMAR and the Attendance Service CMS.
- **Professional Standards:** Must meet the requirements of the Vulnerable Children's Act 2014 and hold a full, clean NZ Driver Licence.

Role functions

Focus Areas / Tasks	Outcomes
1. Attendance	
<ul style="list-style-type: none">● Track students who are chronically absent or at risk of being chronically absent.	<ul style="list-style-type: none">● Address and improve attendance rates for students with chronic absence (less than 70% attendance).
2. Building Partnerships	
<ul style="list-style-type: none">● Developing and nurturing strong, effective partnerships with whānau and hāpori.	<ul style="list-style-type: none">● Enhance the capabilities of whānau, kaiako, and hāpori to support student learning.
<ul style="list-style-type: none">● Conduct home visits, run whānau hui and facilitate Individual Attendance Plans	<ul style="list-style-type: none">● Reduce barriers to students attending and support student hauora.
3. Communication	
<ul style="list-style-type: none">● Collate and disseminate information within the Pastoral Team and communicate with the Attendance Service contract provider.	<ul style="list-style-type: none">● Provide a wrap-around approach for identified students through supportive experts and outside agencies

Attendance Officer (MoE Funded) - Role Description

<ul style="list-style-type: none"> Improve communication channels and strategies between all stakeholders 	<ul style="list-style-type: none"> Improved lines of communication and increased whānau uptake of school opportunities (e.g., parent-teacher days, prizegivings)
4. Cultural Responsiveness	
<ul style="list-style-type: none"> Ensure culturally responsive practices are embedded in all engagement activities. 	<ul style="list-style-type: none"> Increased and sustained engagement of ākonga, kaiako, whānau, and hāpori
5. Empowerment	
<ul style="list-style-type: none"> Empower whānau to actively participate in their children's education 	<ul style="list-style-type: none"> Enhanced academic achievement and overall well-being of students

Measurement and Review

Progress and success in this role will be measured through:

- Data Analysis:** Student attendance, pastoral data, and achievement grades via KAMAR and the MoE database.
- Engagement Logs:** Documentation of communication between kaiako, students, and whānau, including Whānau Hui notes.
- Event Participation:** Attendance tallies at school events open to whānau.

Education is an ever-changing environment. Duties may vary from time to time to meet the needs of students and the school without changing the general intention or level of responsibility of the role. This job description will be reviewed annually during the appraisal process.

Declaration

I have reviewed this role description and acknowledge the requirements of the role.

Name:	
Signature:	
Date:	