



Kerikeri High School

Job Description Attendance Liaison Co-Ordinator

Responsible to: Principal and Deputy Principal

Functional Relationships with: Year Level Deans, Pastoral Team, Teachers, Whānau, Police, Ministry of Education, Ngāti Rēhia Attendance Services, Wellbeing Providers

Primary Objective: To improve student attendance and engagement, reduce truancy, and support student wellbeing through proactive, culturally responsive strategies and strong collaboration with whānau and external agencies.

Core Competencies:

- Maintains confidentiality at all times
- Models and supports the school's values
- Adheres to school policies and procedures
- Works collaboratively as a team member
- Participates in personal development
- Communicates clearly and accurately in meetings, discussions, and phone calls
- Consults/seek assistance when necessary
- Writes accurately and appropriately for easy understanding
- Builds positive and productive relationships with students, whānau, and staff
- Maintains professional personal presentation

The key responsibilities for the Attendance Liaison Co Ordinator include:

Key Responsibilities	Expected Results
Monitor and manage student attendance data	Accurate and timely reporting of attendance
Liaise with Year Level Deans, pastoral staff, and whānau	Improved attendance and engagement
Conduct random township checks and return truant students to school	Reduction in truancy
Identify students experiencing trauma and connect them with wellbeing services	Early intervention and support for vulnerable students
Attend ROCK ON and interagency meetings	Effective collaboration with external agencies
Conduct home visits to engage families	Strengthened school-whānau relationships
Transport students back to school as needed	Increased student presence in school
Daily check-in/check-out with targeted students	Consistent support for at-risk students

Additional Responsibilities

- Participate in monthly interagency meetings with Police, Ministry of Education, and Ngāti Rēhia Attendance Services
- Support initiatives to reduce financial barriers to attendance (e.g., uniforms, stationery, trip subsidies, breakfast club)
- Maintain accurate records of interventions and outcomes

Requirements

- Full driver's license and reliable vehicle (mileage reimbursed)
- Experience in education, social services, or community engagement preferred
- Knowledge of attendance systems and data management an advantage

This Job Description forms part of the Terms and Conditions of Employment and should be read in conjunction with the Offer of Appointment Letter.

Employee Name: _____

Employee Signature: _____ Date: _____