 Job Description

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| **Roles** | ACES Administrator |
| **MoE Agreement** | Alternative Education AgreementAttendance Service Agreement |
| **Contract Agreement Dates** | Start Date: TBC | Finish Date: 31 December 2020 |

**Directly Responsible to:**

* Mount Albert Grammar School BOT
* Headmaster, Mount Albert Grammar School
* Auckland City Education Services’ Manager

**Working Relationships are:**

1. Auckland City Education Services’ Team
2. Enrolling Schools’ Senior Management Team
3. Auckland City Attendance Service Schools
4. Whānau / Families and the Student
5. Professionals attached to the student (e.g. Police, Justice, Health and Education)’ Services and/or Groups who support the ACES core responsibilities

**Conditions of Employment:**

The Mount Albert Grammar School’s 52 Weeks School’s Support Staff Employment Agreement

* **Full Time**
* **Hourly rate range is $21.15 - $25.33**

**Resource Package:**

* + - 1. Mileage @ .76c per Kilometer (when private car is used)
			2. Desktop Computer and contribution to use of personal Mobile

**Primary Objectives:**

1. Give priority to co-ordinating the key administrative tasks for alternative education and Attendance Service that will support meeting the key requirements of the MoE Alternative Education and Attendance Service Contracts
2. Key member for the ACES Team

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| **ACES** | 1. Have a Professional Development Plan (PDP):* Professional Aims (in consultation with the Manager) to enhance professional knowledge, performance or, to meet an individual’s wellbeing

2. Maintain the ACES Whakawhanaungatanga Practice Policy as this is foundational to the connections needed with the student, the parent, whānau or caregivers (as well as through key relationships) and this is established through mutual respect and cultural understanding by:* + Engagement
	+ Enlightenment
	+ Empowerment

to achieve the desired outcome of the MoE Agreements1. To demonstrate and foster the Auckland City Education Services core values H.E.A.R.T with integrity.

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| HOPE | He aha te mea nui o te ao?He tangata! He tangata! He tangata! | What is the most important thing in the world? The people! The people! The people! |
| EXCELLENCE | Whāia te iti kahurangi Ki te tūohu koe, me he maunga teitei | Pursue excellence – should you stumble, let it be to a lofty mountain |
| ACCOUNTABILITY | Kanohi ki te kanohi | Face to face |
| RELATIONSHIPS | Kanohi kitea | Visit, keep in touch; be seen to be actively involved |
| TRUST | Aroha-ki-te-tangata | Respect - a regard for others; empathy |

1. As an employee of Mount Albert Grammar School (with ACES) is responsible in ensuring the Health and Safety Requirements set out by ACES are followed and the priority is always ensuring their personal safety and wellbeing.
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**Key Tasks**

1. Receive and co-ordinate the enrolment for a student referred to AE
* *Set up Digital Folder for student*
* *Start the Student’s Management Plan*
* *Student placed onto the AE referral list*
* *Send an email to “AE Moving-In Committee” with the link to the student’s’ file*
* *Attend the “Moving-In” Meeting (once a week)*
* *Organise an interview (at the home or, at the Campus) and confirm with the Student Support Team Member the meeting time*
* *Keep professionals (attached to student) informed of the progress of the enrolment process and confirm start date*
* *Enrol the student (once start date is confirmed) into the AE Database and the Campus Attendance Register*
* *Complete the MoE Verification Form*
* *Ensure the Dual Enrolled School has correctly enrolled the student onto AE on ENROL*
* *Hard-copy enrolment details are set in place and filed*
1. Co-ordinate and organise resources and stationary requests for AE and the Attendance Service
2. Maintain the ACES Petty Cash and keep records of the expenditure
3. Co-ordinate the ACES multi-media plan and this includes:
* *Facebook + Instagram*
* *ACES Website*
1. The first point of contact for phone calls and recognise the caller can be distressed or frustrated.
* *Hear the concerns to connect or, pass onto the relevant person*
1. Co-ordinate the Health and Safety Committee and maintain the minutes
2. Maintain the AE Database
* *Enter Attendance*
* *Pastoral Weekly notes from attendance register*
* *Complete and enter withdrawals*
* *Inform the enrolling school of the withdrawal and monitor this has happened*
* *File hard-copy in withdrawals*
* *Extract any reports for key stakeholders or, Manager to support Milestone Reports*
1. Organise the AE Prize Giving (once a year) and confirm bookings, prizes, and certificates
2. Assist the Manager or Attendance Service with any other administer tasks

**Core Competency**

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| Competency | Definition | Example Behaviours of Best Practices |
| **Relationship Management** | The intention to demonstrate the desire to maintain (ACES Whakawhanaungatanga Practice Policy) and at times often complex relationships with:The ACES TeamService Area Three SchoolsThe Government Agencies and/or Stakeholders Parents / family / whānauThe StudentThis also involves the ability to assume the responsibility of the relationship. | * Inspires, guides and direct
* Pro-active, determined, resilient and motivated
* Ensures that high standards of communication are always maintained
* Contributes consistently to the MoE Outcome Agreements
* Upholds and portrays a professional image and accountability which is appropriate to a specific situation
* Able to take charge when the situation demands and show by example to complete the primary objectives
* An ability to work unsupervised
* Builds constructive and supportive relationships
* Works effectively with both internal and external stakeholders
* Skilfully settles differences by using a “win-win” approach in order to maintain relationships
* Cultural sensitivity and understanding of the ethnic diversity of Auckland City
* Has a positive attitude and belief in the individual student’s potential
* An understanding and appreciation of the prime importance of family / whānau or caregiver in a student’s life
* Can work closely with the Schools, Government/local Agencies and community groups advising them about effective practice
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| **Teamwork** | Teamwork implies a genuine intention to work co-operatively with others. This includes assisting with their work, and valuing the assistance and ideas of colleagues. | * Genuinely values other’s input and expertise
* Works collectively with other team members to plan and action tasks
* Identifies and promotes team behaviour
* Uses brainstorming techniques to create a variety of choices
* Willingness to change and/or to meet organisational needs
* Adapts to stressful situations
* Influences events to achieve beyond what was called for
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| Communication Skills | The effective transfer of information in an appropriate and timely manner. | * Able to present complex information and jargon into language easily understood by family / whānau or caregiver
* Convey required information to a wide range of Iwi/Pasifika groups and/or stakeholders with accuracy
* Demonstrates proactive and practical problem-solving ability
* A good listener!
* Maintain confidentiality and discretion
* Facilitates prosecution procedures when appropriate
* Writes in a clear and concise manner that is organised and in a convincing manner for the intended audience
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| Administrative Skills | Always demonstrates the ability to complete in a timely manner all the written reporting and administrative requirements of the job.  | * Always maintains appropriate documentation
* Plans and manages administrative time effectively
* Effectively manages the workspace (e.g. keeps a clean and organised desk, appropriately handles all paperwork, etc.)
* Balances conflicting priorities to manage workflow, ensures the completion of essential administration requirements to meet critical deadlines
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