



Mana College

Job Description

Position: Pacific Community Liaison

Responsible to: Pacific Dean

Relationships with: Senior Leadership Team, Staff, Students and the Mana College Community

Primary purpose:

- o To support the Pacific Dean in realising the Mana College Pacific Education strategy
 - o To connect with community members to help identify and remove barriers to attendance, engagement, achievement and flourishing for Pacific students
 - o To work with agencies and support priority whānau to overcome barriers to school attendance, engagement, achievement and flourishing
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Responsibilities at Mana:

- o Work with whānau, especially Pacific families, with a history of poor attendance to support school attendance for their children. This work will include home visits and staying in touch through phone calls and texts.
 - o Work with existing attendance and hauora services to identify and address the barriers to attendance, engagement and achievement, especially for Pacific students
 - o Liaison with, and referral to, specialist social agencies to support Pacific students and their families, as required.
 - o Assist the school and other agencies to set up and monitor individual plans that support Pacific student flourishing.
 - o Write up interactions with students and whānau in the database.
 - o Work with Pacific students and families to identify aspirations for learning
 - o Support elements of the Mana College curriculum that are focused on realising our Pacific education strategy, including support with learning Pacific Languages, Polyfest and Pacific-based Academies
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Responsibilities to the students:

- o Work with students positively to support them to attend school regularly and on time and help realise their potential as Pacific students
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Responsibilities to the community:

- o Establish good relationships with parents and community members through supportive, effective and open channels of communication.
 - o Support Pacific whānau to connect with outside agencies to meet their needs to enable them to get their tamariki back into regular attendance at school.
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Person specification:

Experience:

- o A great understanding of the Pacific community in Porirua
- o Knowledge of Pacific languages and cultures
- o An understanding of school SMS portal would be preferable (but not essential)
- o Previous experience working with children and/or young people
- o A Police Vet will be required
- o Evidence of meeting all COVID 19 mandates
- o A full drivers licence

Skills:

- o Maori and Pacific Cultural competence
- o Good interpersonal skills
- o Good analytical skills
- o Relate effectively to young people and their families
- o Have excellent written and oral communication skills with students, staff, whānau and outside agencies
- o Relate effectively to employers, whānau and outside agencies
- o Time management to establish priorities, define tasks and see them through to completion
- o Well-developed ICT skills
- o Creative problem solving

Signed by

Date