



ARO TŪRANGA Position Description

A wānanga provided in section 162(4)(b)(iv) of the Education Act 1989, is characterised by “teaching and research that maintains, advances and disseminates knowledge and develops intellectual independence, and assists the application of knowledge regarding āhuatanga Māori (Māori tradition) according to tikanga Māori (Māori custom)”.

Tūranga <i>Position</i>	Kaiako Support	
Uepū / Wāhanga <i>Department</i>		
Takiwā / Rohe <i>District</i>	Te Ihu Takiwā	
Wāhi Mahi <i>Location</i>		
Whakatau ki <i>Reports to</i>	Kaiwhakahaere Ako (Manager Educational Delivery)	
Māka Pūtea <i>Salary Grade</i>	T2	
Māngai Pūtea <i>Financial Delegation</i>	N/A	
	Fixed term	
Ngā Rōpu Whaihua <i>Functional Relationships</i>	<u>Internal</u> <ul style="list-style-type: none"> • Kaiako teaching on the programme • TWoA Kaimahi 	<u>External</u> <ul style="list-style-type: none"> • Parents and whanau • Potential Employers • Relevant ITO reps • Tauria

Pūtake Tūranga - Role Purpose

The primary purpose of the Kaiako Support role is to provide support services to tauira and their whānau and to provide relief teaching as and when required for the Carpentry Level 3 programme.

Key Performance Indicators	Success Factors
Kaiako support <ul style="list-style-type: none"> - Provide support to kaiako in the development and delivery of curriculum - Support kaiako in preparation of documentation, general administration and resource development - Process and update relevant information as and when required - Assist in assessment and course completion - Assist with literacy and numeracy requirement 	<ul style="list-style-type: none"> - Kaiako are enabled and supported to continue teaching delivery and able focus on curriculum - Documentation, administration and resources are available as required - New tauira interviews and individual learning plans are able to be completed by kaiako in a timely manner - Tauira records are kept up to date - Documents and updates recorded in systems and procedures - Tauira are empowered to complete all assessments and minimum completion rates are met - Minimum graduation rates are met - Tauira are supported to raise literacy and numeracy skills
Teaching <ul style="list-style-type: none"> - Provide relief teaching as and when required - Facilitates classroom rules for absent kaiako 	<ul style="list-style-type: none"> - Teaching outcomes are achieved and tauira are motivated and controlled during the absence of the kaiako - In absence of Kaiako, ensures that behavioural standards are maintained
Tauira <ul style="list-style-type: none"> - Fosters, maintains and displays appropriate cultural awareness and connections - Assists with the tracking of absences and reports these to kaiako for retention plan reporting - Assists with the follow up with whānau and tauira to determine reason for absences - Assist in the retention of tauira 	<ul style="list-style-type: none"> - Ability to connect with all cultures, especially Māori and Pasifika - Absences are monitored and reported for regularly - Reasons for absence are established and home visit able to be undertaken if absent for 7 consecutive days
Tauira recruitment and selection support <ul style="list-style-type: none"> - Supports marketing initiatives - Supports induction and team building activities 	<ul style="list-style-type: none"> - Programme numbers are met - Tauira are informed of programme requirements and feel part of a team
Health and Safety <ul style="list-style-type: none"> - Recognise and address circumstances to prevent unhealthy or unsafe situations 	<ul style="list-style-type: none"> - Safety and wellness policies and procedures adhered to - Faults reported immediately to relevant kaimahi.

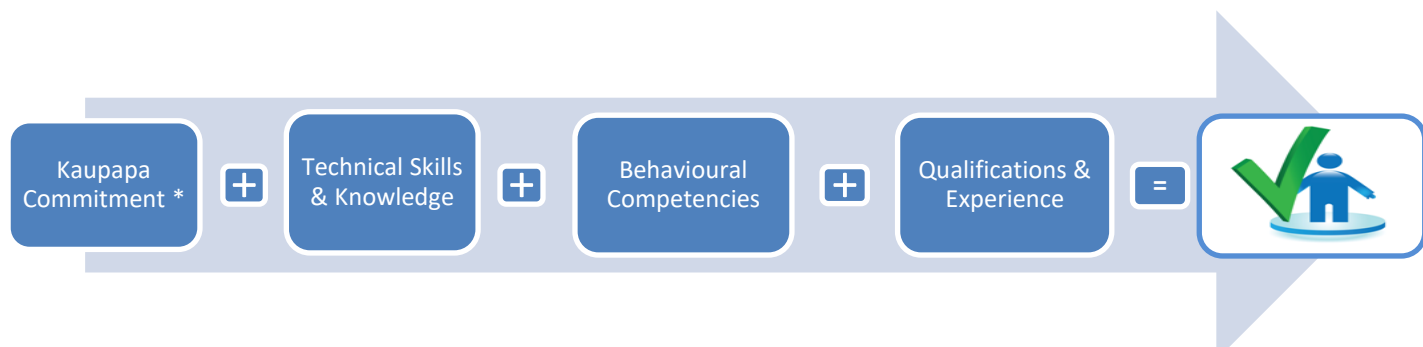
<ul style="list-style-type: none"> - Perform all duties in a safe and responsible manner Comply with all health, safety and wellness policy and procedures - Adheres to all H & S requirements on House Build and when undertaking practical components of the programme 	<ul style="list-style-type: none"> - Zero harm while carrying out duties and programme delivery meets all safety standards as outlined in policy and procedures - Understands the H & S Carpentry Manual
<p>Other Duties</p> <ul style="list-style-type: none"> - Undertake other short term duties as required by the employer provided the kaimahi has the required skills and qualifications. - From time-to-time all kaimahi are encouraged to engage in other activities outside their assigned duties, such as (but not limited to) setting up and attending pōwhiri, hosting visitors, recruitment drives and supporting other kaimahi in their roles 	<ul style="list-style-type: none"> - Actively accept additional duties within current workload. - Positive engagement in activities that contribute to the overall functionality and operation of Te Wānanga o Aotearoa

The employee shall be required to exercise all their skills and knowledge in the achievement of the position objectives and to follow any current or future procedures and policies related to achieving the objectives.

The responsibilities and expectations outlined in this position description may alter as business needs change. In addition specific objectives and outcomes will be agreed to with the kaimahi's manager.

Person Specification

Kaiako Support



<p><u>Qualifications and Experience</u></p>	<p>Qualifications:</p> <ul style="list-style-type: none"> - Cert Carpentry/Trades - NCALNE - SiteSafe Building Construction Passport - First Aid Certificate - Must have a full clean NZ Drivers Licence, and P-class licence is preferable <p>Experience:</p> <ul style="list-style-type: none"> - Experience teaching or working in the building/construction industries (including knowledge of Health and Safety requirements, e.g. SiteSafe) <p>Āhuatanga Māori:</p> <ul style="list-style-type: none"> - Able to greet and acknowledge people in te reo Māori. - Prepared to increase knowledge, understanding and everyday use of te reo and āhuatanga Māori and support other kaimahi in the same endeavour - Embraces a Māori world view underpinned by the values of Te Aroha, Te Whakapono, Ngā Ture and Kotahitanga
<p><u>Technical Skills</u></p> <p>Are the specialised skills and abilities required for a particular role</p>	<ul style="list-style-type: none"> - Sound knowledge and safe use of hand tools and portable power tools in relation to the building, construction and allied trades
<p><u>Behavioural Skills and Attributes</u></p> <p>Behavioural Competencies are the role specific behaviours and attitudes required by kaimahi (staff) to be successful in their roles</p>	<p>Approachability Makes others feel comfortable, welcomed and at ease should they need support, help or advice. Is perceived as helpful, genuine and amicable.</p> <p>Customer Focussed Builds positive rapport with all external and internal customers. Is attentive and responsive to their needs and is proactive when finding solutions. Goes beyond expectations in providing exceptional support, advice or help.</p> <p>Motivating Others Creates a climate in which people want to do their best; can assess each person's strengths and use them to get the best out of him or her; and promotes confidence and optimistic attitudes.</p> <p>Planning and Organising Uses resources effectively and efficiently; and arranges information to a high standard. Sets priorities to accomplish tasks and projects, anticipates road blocks and develops contingencies to redirect tasks so momentum is maintained.</p>

* Kaupapa Commitment is the recognition and acknowledgement of TWoA's Vision, Mission, Philosophy and Values (see page 4) and the commitment to uphold, maintain and strengthen these through our actions and contributions

	<p>Team Work Works collaboratively with a group of people, in order to achieve a goal.</p> <p>Time Management Uses time effectively and efficiently; concentrates efforts on the most important priorities; and independently handles several tasks at once.</p> <p>Technical Credibility Uses technical knowledge, expertise and skills to perform effectively within a specific area or function.</p>
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Te Wānanga o Aotearoa is one of New Zealand's largest tertiary education providers. We offer a comprehensive range of certificate to degree level qualifications to New Zealanders of all ages and walks of life.

Operating from over 80 locations throughout the country, we provide a unique learning environment. We aim to overcome barriers to learning, and to meet the needs of all within the communities we serve.

Guided by Māori principles and values, we take great pride in this nurturing and inclusive learning environment, as well as the depth and diversity of our courses in small business, computing, social work, teaching, Māori performing arts and te reo Māori.

Te Wānanga o Aotearoa has provided a fresh and vibrant alternative within the New Zealand tertiary education sector for 30 years, enhancing the skills and employment opportunities of more than 50,000 graduates.

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Ko te Uaratanga – Our Mission

Tauira success

Everything we do focusses on contributing to greater success for our tauira.

Ko te Whakakitenga – Our Vision:

Whānau transformation through education

We aspire to the collective success of our tauira, their whānau and communities

Ko Ngā Uara – Our Values

Our values of Te Aroha, Te Whakapono, Ngā Ture and Kotahitanga are embedded in and woven through the actions we take to achieve successful outcomes for our tauira. Tauira success is what underpins our success as an organisation. Te Wānanga o Aotearoa defines its values as follows:

Te Aroha:

Having regard for one another and those for whom we are responsible and to whom we are accountable.

Te Whakapono:

The basis of our beliefs and the confidence that what we are doing is right.

Ngā Ture:

The knowledge that our actions are morally and ethically right and that we are acting in an honourable manner.

Kotahitanga:

Unity amongst iwi and other ethnicities; standing as one

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