



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 Position	Kaiako (Tutor) Ngā Poutoko Whakarara Oranga: <i>Bachelor of Bicultural Social Work Level 7</i>	
Wāhanga Department	Delivery	
Takiwā Region	As confirmed in letter of offer	
Wāhi Mahi Location	As confirmed in letter of offer	
Whakatau ki Reports to	Manager Educational Delivery	
Māka Pūtea Salary Grade	T5	
Māngai Pūtea Financial Delegation	N/A	
Ngā Rōpu Whaihua Functional Relationships	<u>Internal</u> Tauira (students) Takiwā kaimahi (staff within a region) Te Ihu	<u>External</u> Tauira Whanau (student's families) Potential Tauira Community Iwi Members of the public when recruiting for Tauira

Pūtake Tūranga - Role Purpose

The role of the kaiako is to be available to facilitate various levels of the Social Work programme from certificate level to year three of the bachelors programme. Teaching involves but is not limited to developing lesson plans, presenting material to Tauira, responding to Tauira learning needs, and evaluating Tauira progress. Rangahau / Research is a requirement for Kaiako delivering degree programmes and is encouraged for all Kaiako. Kaiako delivering degree programmes are required to engage in Rangahau / Research to maintain currency of subject knowledge. Kaiako must have / or be eligible to meet the criteria for registration with the Social Worker's Registration Board (S.W.R.B) and maintain full registration.

Key Performance Indicators	Outcome
Assist with recruitment strategies Taura engagement checklist to be complete	Potential taura enquiries are answered within a timely manner. Achievement of class numbers and retention once classes have started
Plan for tutoring sessions according to taura needs and goals	Plans are completed in a professional and timely manner
Identify, develop, or implement intervention strategies, lesson plans, or individualised education plans for taura	Written evidence of intervention strategies and positive feedback from taura
Develop teaching materials such as handouts and study materials as required to support learning	Evidence of quality handouts and study material
Present plans and conduct discussions to increase taura knowledge and competence by using relevant visual aids, video tapes, music, tools or other relevant methods that motivate learning	Positive feedback from taura, retention and graduation rates
Communicate with taura on their progress, in person, by phone or email. 101 posting results.	Positive feedback from taura and evidence of communication with taura
Collaborate with taura and TWoA administration, or student support team members to determine taura needs, developing tutoring plans, or assess taura progress	Positive feedback from taura, TWoA colleagues and Graduation rates
Plan and supervise Noho, Wananga, Field Trips e.g. Kaihoe Waka, Waka Ama, Sports Programmes	Safe and timely planning of transport, catering of Noho, Wananga and field trips
Maintain records of taura assessment results, attendance registers, progress, feedback, end of course graduation rates ensuring confidentiality of all records	All Taura administration is completed in accordance with the standards set by Te Wānanga o Aotearoa (TWoA), and submitted by due dates
Compliance and observance of TWoA and external agencies policies and academic / enrolment regulations	Enrolment and academic requirements are met in the specified time frames and as outlined in the applicable policies
Use of 101 SISS to record results and attendance progressively	Accurate results and attendance is recorded in the 101 SISS system within the specified timeframes and in accordance with policy and procedural guidelines.
Recognise and address circumstances to prevent unhealthy or unsafe situations	<ul style="list-style-type: none"> Adherence to all Safety and Wellness policies and Procedures. Faults are reported immediately to relevant personnel
Other duties as assigned From time-to-time all kaimahi are encouraged to engage in other activities outside their assigned duties, such as setting up and attending powhiri, hosting visitors drives and supporting other kaimahi in their roles.	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 on an annual basis at performance review.

Minimum Qualifications and Experience

Qualifications:

- Masters degree in Social Work or related subject ; Full NZ Driver's Licence; Clean Police record
- Registration with S.W.R.B; Assessment Standards 4098/11281/11551/11552/18203
- NZ Certificate in Adult and Tertiary Teaching L5 (NZCATT-L5) or equivalent (preferred is the TwoA He Puāwai: Certificate in Adult and Tertiary Teaching L5), or be attested as holding, or be enrolled in with successful completion in an appropriate or equivalent teaching qualification.

Experience:

- Proven experience in a related role

Whilst teaching experience is highly valued at TWoA, newly qualified Kaiako / Tutors with the relevant qualifications but with no or limited previous teaching experience will also be considered for employment.

Āhuatanga Māori:

- Ability to demonstrate knowledge and appreciation of Te Reo and Tikanga Māori within a bicultural framework
- Have a good understanding of Āhuatanga Māori (Māori values, tikanga (protocols and practices) and culture) and partakes in cultural activities;

Person Specification

Kaiako – Ngā Poutoko Whakarara Oranga: Bachelor of Bicultural Social Work Level 7

(May also teach L4 Te Tiwhikete Ngā Poutoko Whakarara Oranga: Certificate in Social Services if required.)

<p><u>Technical Skills</u></p> <p>Are the specialised skills and abilities required for a particular role</p>	<p>Maintain registration with S.W.R.B throughout employment in this position Ability to develop and dispense Māori bodies of knowledge, contextualised to social work practice Bi-cultural frameworks: knowledge of bicultural frame works and ability to plan and deliver them Knowledge of principles and methods for curriculum and training design in the relevant subject area Teaching and Instruction for individuals and groups Measurement of training effects Communication (Effective speaking): talking to others to convey information effectively Communication (Effective writing): communicating effectively in writing as appropriate for the needs of the taura Administrative and computing skills Monitoring and assessing performance to make improvements or take corrective action</p>				
<p><u>Knowledge & Ability</u></p> <p>Are the role specific abilities and knowledge required for this position.</p>	<p>Biculturalism in Practice:</p> <ul style="list-style-type: none"> - in Aotearoa/NZ society - in social work profession • Māori and non-Māori bodies of knowledge • Principle practice • Bicultural models of practice • Transformative Praxis 				
<p><u>S.W.R.B Ten Core Competence Standards</u></p> <p>Are the role specific abilities and knowledge required for this position.</p>	<p>For full descriptions of these competencies please refer to: http://www.swrb.govt.nz/CompAss_CoreCompStds.html</p> <ul style="list-style-type: none"> • Competence to practise social work with Māori • Competence to practise social work with different ethnic and cultural groups in Aotearoa New Zealand • Competence to promote the principles of human rights and social justice • Competence to promote social change • Competence to promote empowerment and liberation of people • Competence to utilise social work practice approaches • Competence to utilise theories of human behaviour and social systems • Competence to promote problem-solving in human relationships • Competence to use systems of accountability in place for their work • Adherence to professional social work ethics 				
<p><u>Behavioural Competencies</u></p> <p>Behavioural Competencies are the role specific behaviours and attitudes required by kaimahi (staff) to be successful in their roles</p>	<table border="1"> <tr> <td data-bbox="355 1229 938 1686"> <p><u>Āhurutanga</u></p> <p>Approachability: Puts others at ease by initiating rapport, listens, and shares, understands and shows genuine empathy when dealing with others. People seek out to request support and advice as they are highly trusted and considered as supportive, genuine and caring.</p> <p>Listening skills: Gives full attention to others when they speak and takes time to understand their perspective.</p> <p>Understanding Noho Marae Provisions: The understanding of appropriate protocols and procedures of tikanga marae, and flexibility to coordinate and facilitate noho marae</p> </td><td data-bbox="946 1229 1540 1686"> <p><u>Kaitiakitanga</u></p> <p>Time management: Uses his or her time effectively and efficiently; concentrates his or her efforts on the most important priorities</p> <p>Planning & Organising: The ability to identify / develop tasks, actions, processes and timetables needed to meet objectives. Shows punctuality and good time management skills.</p> <p>Conflict Management: identifies and takes steps to prevent potential situations that could result in unpleasant confrontations.</p> <p>Leadership: The ability to lead and motivate a team of people to perform the required tasks.</p> </td></tr> <tr> <td data-bbox="355 1691 938 1984"> <p><u>Koha</u></p> <p>Creativity: Generates many new and unique ideas and ways to implement these ideas successfully</p> <p>Initiative: Is proactive and looks at improving current systems and processes, looks at things in new and better ways.</p> </td><td data-bbox="946 1691 1540 1984"> <p><u>Mauriora</u></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; promotes confidence and optimistic attitudes.</p> <p>Flexibility: The ability and willingness to work effectively to work within a variety of situations, and with diverse individuals or groups.</p> </td></tr> </table>	<p><u>Āhurutanga</u></p> <p>Approachability: Puts others at ease by initiating rapport, listens, and shares, understands and shows genuine empathy when dealing with others. People seek out to request support and advice as they are highly trusted and considered as supportive, genuine and caring.</p> <p>Listening skills: Gives full attention to others when they speak and takes time to understand their perspective.</p> <p>Understanding Noho Marae Provisions: The understanding of appropriate protocols and procedures of tikanga marae, and flexibility to coordinate and facilitate noho marae</p>	<p><u>Kaitiakitanga</u></p> <p>Time management: Uses his or her time effectively and efficiently; concentrates his or her efforts on the most important priorities</p> <p>Planning & Organising: The ability to identify / develop tasks, actions, processes and timetables needed to meet objectives. Shows punctuality and good time management skills.</p> <p>Conflict Management: identifies and takes steps to prevent potential situations that could result in unpleasant confrontations.</p> <p>Leadership: The ability to lead and motivate a team of people to perform the required tasks.</p>	<p><u>Koha</u></p> <p>Creativity: Generates many new and unique ideas and ways to implement these ideas successfully</p> <p>Initiative: Is proactive and looks at improving current systems and processes, looks at things in new and better ways.</p>	<p><u>Mauriora</u></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; promotes confidence and optimistic attitudes.</p> <p>Flexibility: The ability and willingness to work effectively to work within a variety of situations, and with diverse individuals or groups.</p>
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* 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



Te Wānanga o Aotearoa

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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