

*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)”.*

<b>Tūranga</b> <i>Position</i>	<b>Kaiako – Te Kumanu Raeroa New Zealand Certificate in Tiaki Kuia, Koroua Certificate in Hauora – Elderly Health Care</b>	
<b>Uepū / Wāhanga</b> <i>Department</i>	<b>Delivery</b>	
<b>Takiwā / Rohe</b> <i>District</i>	<b>As confirmed in letter of offer</b>	
<b>Wāhi Mahi</b> <i>Location</i>	<b>As confirmed in letter of offer</b>	
<b>Whakatau ki</b> <i>Reports to</i>	<b>Kaiwhakahaere Ako   Manager Education Delivery</b>	
<b>Māka Pūtea</b> <i>Salary Grade</i>	<b>T3</b>	
<b>Māngai Pūtea</b> <i>Financial Delegation</i>	<b>N/A</b>	
<b>Wā Roanga</b> <i>Tenure</i>	<b>As confirmed in letter of offer</b>	
<b>Ngā Rōpu Whaihua</b> <i>Functional Relationships</i>	<u>Internal</u> <ul style="list-style-type: none"> <li>• Tauira</li> <li>• TWoA kaimahi</li> </ul>	<u>External</u> <ul style="list-style-type: none"> <li>• Tauira whanau (students' families)</li> <li>• Potentialtauira</li> <li>• Community</li> <li>• Iwi/hapu</li> <li>• Members of the Public</li> <li>• Health and Social Services</li> </ul>

#### **Pūtake Tūranga - Role Purpose**

The primary function of the Kaiako – Te Kumanu Raeroa is to teach tauira the criteria for supporting elderly within the Te Kumanu Raeroa framework. Teaching involves, but is not limited to, developing lessonplans, presenting material to tauira, responding to tauira learning needs and evaluating tauira progress.

Key Performance Indicators	Success Factors
<b>Recruitment &amp; Planning</b> <ul style="list-style-type: none"> <li>- Recruit for tauira in order to achieve tauira class numbers</li> <li>- Complete tauira engagement checklist</li> <li>- Comply and observe TWoA and hospital policies and academic and enrolment regulations</li> <li>- Plan for tutoring sessions according to tauira needs and goals</li> <li>- Identify, develop, or implement intervention strategies, lesson plans and individualised education plans for tauira</li> </ul>	<ul style="list-style-type: none"> <li>- Class numbers are achieved and retained</li> <li>- All engagement criteria are met</li> <li>- Enrolment and academic requirements are met in the specified time frames and as outlined in the applicable policies</li> <li>- Full preparation for each lesson is completed with lesson plans that are developed in advance of delivery and prior to term commencement</li> <li>- Written evidence of intervention strategies with positive feedback from tauira</li> <li>- Individual Education Plans are developed in partnership with tauira, whānau and student support</li> <li>- Literacy and numeracy plans are developed and support tauira learning as required</li> </ul>
<b>Delivery and Assessment</b> <ul style="list-style-type: none"> <li>- Promote a collaborative, inclusive and supportive learning environment</li> <li>- Deliver curriculum to enhance the tauira learning experience</li> <li>- Develop additional materials such as handouts and study materials as required to support learning</li> <li>- Conduct discussions to increase tauira knowledge and competence by using appropriate tools or other relevant methods that motivate learning</li> <li>- Modify teaching approaches to address the needs of individuals and groups of tauira to improve academic performance</li> <li>- Teach tauira study skills and note taking skills</li> <li>- Assess tauira progress throughout tutoring sessions</li> <li>- Contribute to programme review, curriculum, resources development moderation and internal audit</li> <li>- Plan and supervise noho, Wānanga</li> </ul>	<ul style="list-style-type: none"> <li>- Effective management of the learning environment that incorporates successful strategies to engage and motivate tauira are evident</li> <li>- Classes accurately reflect the current curriculum and routines are appropriate, well established and understood by all tauira</li> <li>- Quality handouts and study materials are available for tauira</li> <li>- Teaching approaches, resources, technologies and learning and assessment activities are utilised that are inclusive and effective for diverse tauira</li> <li>- Strategies are developed and implemented that address identified learning needs to overcome barriers to learning</li> <li>- Lessons show variety of approaches and teaching techniques</li> <li>- Assessment information is analysed to evaluate the effectiveness of the teaching and amended to accommodate individuals in tutoring</li> <li>- Participates in the development and review of programmes as required</li> <li>- Planning of transport, catering of Wānanga and field trips are conducted in a safe and timely manner</li> </ul>

<b>Communication</b> <ul style="list-style-type: none"> <li>- Communicate with tauira on their progress and encourage tauira to take responsibility for their own learning and behaviour</li> <li>- Establish and maintain effective working relationships with all internal and external parties</li> <li>- Role model appropriate interactions to tauira associated with developing respect and understanding</li> </ul>	<ul style="list-style-type: none"> <li>- Positive feedback and evidence of regular communication with tauira</li> <li>- Positive relationships are demonstrated through internal and external interactions</li> <li>- Respect is demonstrated in all interactions</li> </ul>
<b>Reporting</b> <ul style="list-style-type: none"> <li>- Use 101 SSIS and Iakoranga to record and maintain records of tauira: <ul style="list-style-type: none"> <li>o assessment results</li> <li>o attendance registers</li> <li>o progress</li> </ul> </li> <li>- Report on retention of tauira</li> <li>- Feedback end of course graduation rates</li> <li>- Maintain confidentiality of all records</li> </ul>	<ul style="list-style-type: none"> <li>- All tauira administration is completed accurately and submitted within required timeframes and in accordance with: <ul style="list-style-type: none"> <li>o contractual requirements</li> <li>o the standards and policies of Te Wānanga o Aotearoa (TWoA)</li> </ul> </li> <li>- Reports accurately reflect the retention rates of tauira</li> <li>- Graduation rates are available as required</li> <li>- Records are securely stored in a locked cabinet in a locked room</li> </ul>
<b>Health and Safety</b> <ul style="list-style-type: none"> <li>- Comply with all health, safety and wellness policy and procedures</li> <li>- Recognise and address circumstances to prevent unhealthy or unsafe situations</li> <li>- Perform any manual duties in a safe and responsible manner</li> <li>- Report faults in accordance with policy</li> <li>- Process risk management forms and health and safety issues accordingly</li> <li>- Promote and maintain high standards of hygiene and safety in the preparation of lunch for tauira</li> </ul>	<ul style="list-style-type: none"> <li>- Health, safety and wellness policies and procedures are adhered to and complied with</li> <li>- Risk minimisation assessment is completed and any identified mitigation action taken</li> <li>- Zero harm while carrying out duties and programme delivery meets all safety standards as outlined in policy and procedures</li> <li>- Faults are reported immediately to relevant personnel</li> <li>- Forms are completed that accurately reflect risks and health and safety issues</li> <li>- Equipment and food preparation areas are kept clean and inspected regularly for issues/hazards</li> <li>- Food is handled, prepared and stored in accordance with best practice</li> </ul>
<b>Other Duties</b> <ul style="list-style-type: none"> <li>- Operate within delegated authorities at all times</li> <li>- Undertake other duties as required by the employer provided the kaimahi has the required skills and qualifications</li> <li>- Undertake professional development as identified</li> </ul>	<ul style="list-style-type: none"> <li>- Delegated authorities are complied with at all times</li> <li>- Requests by the employer are undertaken</li> </ul>

<ul style="list-style-type: none"> <li>- Attend hui kaimahi as requested</li> <li>- 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 powhiri, hosting visitors, recruitment drives and supporting other kaimahi in their roles</li> </ul>	<ul style="list-style-type: none"> <li>- Professional development is undertaken as agreed</li> <li>- Hui are attended as required</li> <li>- Positive engagement in activities that contribute to the overall functionality and operation of Te Wānanga o Aotearoa</li> </ul>
--	---

*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.*

---

## Person Specification:

<p><b><u>Qualifications and Experience</u></b></p>	<p><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>• Diploma Level 5 Nursing, Social Work, Social Services or related field</li> <li>• Diploma in Teaching (preferably Adult Teaching)</li> <li>• Unit Standard 4098</li> <li>• Unit Standard 11281 or demonstrate equivalent knowledge and skills</li> <li>• Unit Standard 18203 or demonstrate equivalent knowledge and skills</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• 2+ years' in education, social services or similar type role</li> </ul> <p><b>Āhuetanga Māori:</b></p> <ul style="list-style-type: none"> <li>• Engages in cultural activities and has a sound understanding of āhuetanga Māori (values, culture and tikanga)</li> <li>• Able to greet and acknowledge people in te reo Māori and pronounce Māori words correctly</li> <li>• Prepared to increase knowledge, understanding and everyday use of te reo and āhuetanga Māori and support other kaimahi in the same endeavour</li> <li>• Actively applies Te Wānanga o Aotearoa values in the workplace</li> </ul>
<p><b><u>Technical Skills</u></b></p> <p>Are the specialised skills and abilities required for a particular role</p>	<ul style="list-style-type: none"> <li>• Intermediate user knowledge of Microsoft applications (i.e. Outlook, Excel, Word, PowerPoint, Publisher)</li> <li>• Excellent written and oral communication skills</li> <li>• Excellent relationship management skills particularly with tikanga based and community networks</li> <li>• Proven ability to analyse, investigate and evaluate data, issues and situations</li> <li>• Proven ability to accurately record and document progress</li> <li>• Sound understanding of risk management processes and procedures</li> <li>• Proven ability to communicate and engage with a wide range of services and whānau</li> </ul>
<p><b><u>Behavioural Skills and Attributes</u></b></p> <p>Behavioural Competencies are the role specific behaviours and attitudes required by kaimahi (staff) to be successful in their roles</p>	<p><b>Approachability</b> Makes others feel comfortable, welcomed and at ease should they need support, help or advice. Is perceived as helpful, genuine and amicable.</p> <p><b>Building Trust</b> Develops, maintains and strengthens partnerships with others inside and/or outside the organisation who can provide information, assistance and support. Identifies and communicates shared interests and goals.</p> <p><b>Conflict Management</b> Identifies and takes steps to prevent potential situations that could result in unpleasant confrontations. Manages and resolves conflicts and disagreements in a positive and constructive manner to minimize negative impact</p> <p><b>Drive for Results</b> Steers self and others to achieve or exceed results; overcomes obstacles; drives performance; and has personal commitment to excellence and a focus on attaining goals.</p> <p><b>Integrity and Honesty</b></p>

	<p>Establishes credibility and trustworthiness through appropriate actions; and is considered consistent; dependable and honest.</p> <p><b>Motivating Others</b> 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><b>Relationship Management</b> Proactively develops and maintains effective internal and external relationships to facilitate the achievement of work goals.</p> <p><b>Time Management</b> Uses time effectively and efficiently; concentrates efforts on the most important priorities; and independently handles several tasks at once.</p>
--	---