



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) - <i>New Zealand Certificate in Business (Introduction to Team Leadership (Level 3)</i>	
Wāhanga Department	Delivery	
Takiwā Region	Te Ihu Takiwā	
Wāhi Mahi Location	As per letter of offer	
Whakatau ki Reports to	Kaiwhakahaere Ako (Manager Educational Delivery)	
Māka Pūtea Salary Grade	T3	
Māngai Pūtea Financial Delegation	N/A	
Ngā Rōpu Whaihua Functional Relationships	<u>Internal</u> Tauira (students) Takiwā kaimahi (staff within a region) Te Puna Maturanga	<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 teach the New Zealand Certificate in Business (Introduction to Team Leadership) (Level 3). Teaching involves but is not limited to developing lesson plans, presenting material to Tauira, responding to Tauira learning needs, and evaluating Tauira progress.

Key Performance Indicators	Success Factors
Plan for tutoring sessions according to Tauira needs and goals	<i>Plans are completed in a professional and timely manner</i>
Maintain records of Tauira assessment results, attendance registers, progress, feedback, end of course graduation rates ensuring confidentiality of all records	<i>All Tauira administration is completed in accordance with the standards set by Te Wānanga o Aotearoa (TWoA), and submitted by due dates</i>
Identify, develop, or implement intervention strategies, lesson plans, or individualised education plans for Tauira	<i>Written evidence of intervention strategies and positive feedback from Tauira</i>
Develop teaching materials such as handouts and study materials as required to support learning	<i>Evidence of quality handouts and study material</i>
Present plans and conduct discussions to increase Tauira knowledge and competence by using relevant visual aids, video tapes, music, tools or other relevant methods that motivate learning	<i>Positive feedback from Tauira, retention and graduation rates</i>
Communicate with Tauira on their progress, in person, by phone or email	<i>Positive feedback from Tauira and evidence of communication with Tuaira</i>
Collaborate with Tauira and TWoA administration, or student support team members to determine Tauira needs, developing tutoring plans, or assess Tauira progress	<i>Positive feedback from Tuaira, TWoA colleagues and Graduation rates</i>
Assess Tauira progress throughout tutoring sessions <ul style="list-style-type: none"> Teach Tauira study skills and note taking skills Provide individual instructions to individuals or small groups of Tauira to improve academic performance 	<i>Positive feedback from Tauria and proof of academic success in terms of retention and graduation rates</i>
Plan and supervise - Wananga	<i>Safe and timely planning of - Wananga</i>
Recruit for Tauira in order to achieve Tauira class numbers	<i>Achievement of class numbers and retention once classes have started</i>
Recognise and address circumstances to prevent unhealthy or unsafe situations	<ul style="list-style-type: none"> <i>Adherence to all Safety and Wellness policies and Procedures.</i> <i>Faults are reported immediately to relevant personnel</i>
Other duties as assigned 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.	<i>Positive engagement in activities that contribute to the overall functionality and operation of Te Wānanga o Aotearoa.</i>

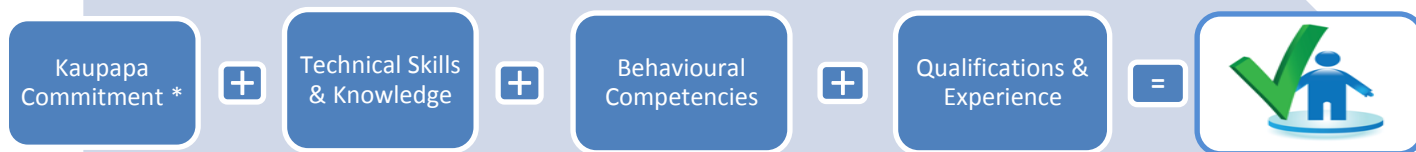
The employee shall be required to exercise all their skills and knowledge in the achievement of the position objectives and to follow any current or future procedures and policies related to achieving the objectives.

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
<p>Qualifications:</p> <ul style="list-style-type: none"> A Level 4 Certificate in Business or related subject; Assessment Standards 4098, 11281 and 18203; National Certificate in Adult Literacy and Numeracy Education (NCALNE); Full New Zealand Driver's Licence (clean, class 1); A Level 5 Diploma in Adult Teaching (preferred); <p>Experience:</p> <ul style="list-style-type: none"> Proven experience in a related role. <p>Āhuatanga Māori:</p> <ul style="list-style-type: none"> Ability to greet and acknowledge people in te reo Māori and pronounce Māori words correctly; and Motivated to partake in cultural activities (e.g. Pōwhiri/Karakia/Te Whariki) and motivated to develop understandings of Māori values

Person Specification

Kaiako - New Zealand Certificate in Business (Introduction to Team Leadership) (Level 3)



Technical Skills Are the specialised skills and abilities required for a particular role	<i>Knowledge of principles and methods for curriculum and training design in the relevant subject area</i> <i>Teaching and Instruction for individuals and groups</i> <i>Measurement of training effects</i> <i>Effective speaking - talking to others to convey information effectively</i> <i>Effective writing – communicating effectively in writing as appropriate for the needs of the Tauria</i> <i>Administrative and computing skills</i> <i>Monitoring and assessing performance to make improvements or take corrective action</i>	
Knowledge & Ability Are the role specific abilities and knowledge required for this position	<i>Effective Skills pertaining to:</i> <ul style="list-style-type: none"> • Team Development • Communications • Systems and Process Management and • Leadership 	
Behavioural Competencies Behavioural Competencies are the role specific behaviours and attitudes required by kaimahi (staff) to be successful in their roles	Creating & Maintaining Quality Spaces Approachability: <i>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.</i> Listening skills: <i>Gives full attention to others when they speak and takes time to understand their perspective.</i>	Leadership & Responsible Stewardship Time management: <i>Uses his or her time effectively and efficiently; concentrates his or her efforts on the most important priorities</i> Planning & Organising: <i>The ability to identify / develop tasks, actions, processes and timetables needed to meet objectives. Shows punctuality and good time management skills.</i> Conflict Management: <i>identifies and takes steps to prevent potential situations that could result in unpleasant confrontations.</i>
	Reciprocal Responsibilities Creativity: <i>Generates many new and unique ideas and ways to implement these ideas successfully</i> Initiative: <i>Is proactive and looks at improving current systems and processes, looks at things in new and better ways.</i>	Holistic Wellbeing Motivating Others: <i>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.</i>

* 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



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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