

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>Kaimanaaki Tauira - Pastoral and Teaching Support</b>	
<b>Uepū / Wāhanga</b> <i>Department</i>	Mātātahi Mataora	
<b>Takiwā / Rohe</b> <i>District</i>	Te Waenga Takiwā	
<b>Wāhi Mahi</b> <i>Location</i>		
<b>Whakataui ki</b> <i>Reports to</i>	<b>Team Lead</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>Fixed Term</b>	
<b>Ngā Rōpu Whaihua</b> <i>Functional Relationships</i>	<u>Internal</u> <ul style="list-style-type: none"> <li>• Tauira</li> <li>• Kaiako</li> <li>• TWoA Kaimahi</li> <li>• Taikākā and STP Kaiako</li> </ul>	<u>External</u> <ul style="list-style-type: none"> <li>• Parents and whanau</li> <li>• Social Services Agencies</li> <li>• Health Providers</li> <li>• Navigators</li> <li>• Potential Employers</li> <li>• Relevant ITO reps</li> </ul>

### **Pūtake Tūranga - Role Purpose**

The primary purpose of the Pastoral and Teaching Support role is to provide pastoral support services to tauira and to provide relief teaching as and when required.

Key Performance Indicators	Success Factors
<p><b>Kaiako support</b></p> <ul style="list-style-type: none"> <li>- Provide support to kaiako in the development and delivery of curriculum</li> <li>- Support kaiako in preparation of documentation, general administration and resource development</li> <li>- Process and update relevant information</li> <li>- Assist in assessment and course completion</li> <li>- Assist with literacy and numeracy requirement</li> </ul>	<ul style="list-style-type: none"> <li>- Kaiako are enabled to continue delivery and focus on curriculum</li> <li>- Documentation, administration and resources are available as required</li> <li>- Complete new tauira interviews and individual learning plans</li> <li>- Tauira details are kept up to date</li> <li>- Documents and updates systems and procedures</li> <li>- Tauira are empowered to complete all assessments and minimum completion rates are met</li> <li>- Minimum graduation rates are met</li> <li>- Tauira are empowered to raise literacy and numeracy skills</li> </ul>
<p><b>Teaching</b></p> <ul style="list-style-type: none"> <li>- Provide relief teaching as and when required</li> <li>- Facilitate continuous classroom rules for absent kaiako</li> </ul>	<ul style="list-style-type: none"> <li>- Delivery is continuous and not impacted by absence of kaiako</li> <li>- Teaching outcomes are achieved and tauira are motivated and controlled during the absence of the kaiako</li> <li>- In absence of Kaiako, ensures that behavioural standards are maintained</li> </ul>
<p><b>Tauira</b></p> <ul style="list-style-type: none"> <li>- Foster, maintain and display appropriate cultural awareness and connections</li> <li>- Track absences and report these to kaiako for retention plan reporting</li> <li>- Follow up with whānau and tauira to determine reason for absences</li> <li>- Support tauira through challenging times and be a safe person to talk to</li> <li>- Assist in the retention of tauira</li> <li>- Provide transport for students to and from the programme</li> </ul>	<ul style="list-style-type: none"> <li>- Ability to connect with all cultures, especially Māori and Pasifika</li> <li>- Absences are monitored and reported for frequency</li> <li>- Reasons for absence are established and home visit undertaken if absent for 7 consecutive days</li> <li>- Refers and advocates to appropriate agencies as required</li> <li>- Tauira encouraged and supported to complete the programme</li> <li>- Tauira are collected and dropped off</li> </ul>
<p><b>Tauira recruitment and selection support</b></p> <ul style="list-style-type: none"> <li>- Support marketing initiatives</li> <li>- Support induction and team building activities</li> <li>- Establish and maintain stakeholder networks</li> </ul>	<ul style="list-style-type: none"> <li>- Programme numbers are met</li> <li>- Tauira are informed of programme requirements and feel part of a team</li> <li>- Stakeholders can be readily accessed to support various requirements of the programme or personnel</li> </ul>

<p><b>Health and Safety</b></p> <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> </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> </ul>
<p><b>Other Duties</b></p> <ul style="list-style-type: none"> <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> <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 pōwhiri, hosting visitors, recruitment drives and supporting other kaimahi in their roles</li> </ul>	<ul style="list-style-type: none"> <li>- Requests by the employer are undertaken</li> <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) or equivalent in Teaching or related field</li> <li>- National Certificate in Youth Work L3/4, Social Services, Health or related field</li> <li>- National Certificate in Adult Literacy and Numeracy Level 5</li> <li>- Unit standards 4098,11281 and 18203</li> <li>- First Aid Certificate</li> <li>- Must have a full clean NZ Drivers Licence, and P-class licence is preferable</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>- 2yrs+ experience teaching youth (15 – 19 year olds) or working in Alternative Education, Social Work or related role</li> <li>- Experience working with Education Act, Policies and Procedures</li> </ul> <p><b>Āhuatanga Māori:</b></p> <ul style="list-style-type: none"> <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 āhuatanga Māori and support other kaimahi in the same endeavour</li> <li>- Embraces a Māori world view underpinned by the values of Te Aroha, Te Whakapono, Ngā Ture and Kotahitanga</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 suite of applications (i.e. Outlook, Excel, Word, Power Point)</li> <li>- Excellent written and oral communication</li> <li>- Excellent understanding of Social Services Agencies and Schools</li> <li>- Excellent relationship management skills</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>Compassion</b> Genuinely interested in lives of people, their plans, problems and desires; knows about their concerns and questions; listens to personal problems; monitors workloads; and appreciates extra effort.</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>Dependability</b> Responsible and accountable for actions, is dependable for meeting deadlines and follows through to get things done.</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>Problem Solving</b> Uses a combination of logic, analysis, experience, wisdom and advanced methods to make sound and timely decisions, and to solve problems. Solves difficult problems and creates effective solutions.</p> <p><b>Relationship Management</b> Proactively develops and maintains effective internal and external relationships to facilitate the achievement of work goals.</p>
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