



Te Wānanga o Aotearoa

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 Certificate in Career Preparation - Police – Level 4	
Wāhanga Department	Delivery	
Rohe Region		
Wāhi Mahi Location		
Whakatau ki Reports to	Kaiako Matua / Lead Tutor	
Māka Pūtea Salary Grade	T3	
Māngai Pūtea Financial Delegation	N/A	
Ngā Rōpu Whaihua Functional Relationships	<u>Internal</u> Taura (students) Rohe kaimahi (staff within a region) Te Puna Matauranga	<u>External</u> Taura Whanau (student’s families) Potential Taura Community Iwi Members of the public when recruiting for Taura

Putake Turanga - Role Purpose

The role of the Kaiako is to teach the Certificate in Career Preparation – Police – Level 4. Teaching involves but is not limited to developing lesson plans, presenting material to Taura, responding to Taura learning needs, and evaluating Taura progress. Rangahau / Research is a requirement for Kaiako delivering degree programmes and is encouraged for all Kaiako.

Key Performance Indicators	Success Factors
<i>Plan for tutoring sessions according to Tauria needs and goals</i>	<i>Plans are completed in a professional and timely manner</i>
<i>Maintain records of Tauria assessment results, attendance registers, progress, feedback, end of course graduation rates ensuring confidentiality of all records</i>	<i>All Tauria administration is completed in accordance with the standards set by Te Wānanga o Aotearoa (TWOA), and submitted by due dates</i>
<i>Identify, develop, or implement intervention strategies, lesson plans, or individualised education plans for Tauria</i>	<i>Written evidence of intervention strategies and positive feedback from Tauria</i>
<i>Develop teaching materials such as handouts and study materials as required to support learning</i>	<i>Evidence of quality handouts and study material</i>
<i>Present plans and conduct discussions to increase Tauria knowledge and competence by using relevant visual aids, video tapes, music, tools or other relevant methods that motivate learning</i>	<i>Positive feedback from Tauria, retention and graduation rates</i>
<i>Communicate with Tauria on their progress, in person, by phone or email</i>	<i>Positive feedback from Tauria and evidence of communication with Tauria</i>
<i>Collaborate with Tauria and TWOA administration, or student support team members to determine Tauria needs, developing tutoring plans, or assess Tauria progress</i>	<i>Positive feedback from Tauria, TWOA colleagues and Graduation rates</i>
<i>Assess Tauria progress throughout tutoring sessions</i> <ul style="list-style-type: none"> • <i>Teach Tauria study skills and note taking skills</i> • <i>Provide individual instructions to individuals or small groups of Tauria to improve academic performance</i> 	<i>Positive feedback from Tauria and proof of academic success in terms of retention and graduation rates</i>
<i>Plan and supervise Noho, Wananga, Field Trips e.g. Kaihoe Waka, Waka Ama, Sports Programmes</i>	<i>Safe and timely planning of transport, catering of Noho, Wananga and field trips</i>
<i>Recruit for Tauria in order to achieve Tauria class numbers</i>	<i>Achievement of class numbers and retention once classes have started</i>
<i>Other duties as assigned</i>	<i>Displaying a can-do attitude as and when required to do other duties outside the normal scope of the role</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

Qualifications:

- *Defensive Driving Certificate; AND*
- *First Aid Certificate; AND*
- *Teaching Qualification (Level 5); AND*
- *NCALNE Qualification (Literacy and Numeracy) – Level 5*
- *Clean Police Record*

Experience:

- *3-5 years' experience within the NZ Police Force; AND*
- *at least 3 years' experience as a police trainer, or in Adult teaching*

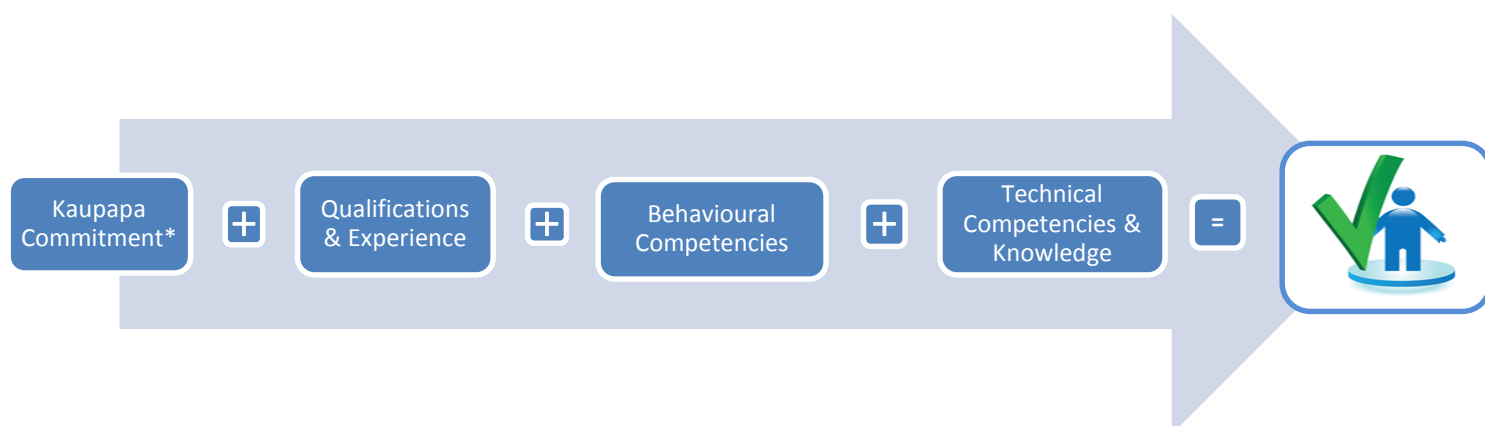
Whilst teaching experience is highly valued at TWOA, newly qualified Kaiako / Tutors with the relevant qualifications but with no or limited previous teaching experience will also be considered for employment.

Āhuatanga Māori:

- *Ability to 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 - Certificate in Vocational Preparation Police – Level 4



<p><u>Technical Skills</u></p> <p>Are the specialised skills and abilities required for a particular role</p>	<p><i>Knowledge of principles and methods for curriculum and training design in the relevant subject area</i></p> <p><i>Teaching and Instruction for individuals and groups</i></p> <p><i>Measurement of training effects</i></p> <p><i>Effective speaking - talking to others to convey information effectively</i></p> <p><i>Effective writing – communicating effectively in writing as appropriate for the needs of the Taurira</i></p> <p><i>Administrative and computing skills</i></p> <p><i>Monitoring and assessing performance to make improvements or take corrective action</i></p>	
<p><u>Knowledge & Ability</u></p> <p>Are the role specific abilities and knowledge required for this position.</p>	<p><i>Expert knowledge and Understanding of all tests related to:</i></p> <ul style="list-style-type: none"> • <i>The New Zealand Police test – literacy, communication skills, numeracy and abstract reasoning</i> • <i>The defensive driving test</i> • <i>First Aid</i> • <i>The Swimming Test, and</i> <p><i>Knowledge in:</i></p> <ul style="list-style-type: none"> • <i>Health and Fitness (Physical Training)</i> • <i>Te Ao Māori</i> • <i>Career Planning</i> 	
<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>	<p><u>Āhurutanga</u></p> <p>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></p> <p>Listening skills: <i>Gives full attention to others when they speak and takes time to understand their perspective.</i></p>	<p><u>Kaitiakitanga</u></p> <p>Time management: <i>Uses his or her time effectively and efficiently; concentrates his or her efforts on the most important priorities</i></p> <p>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></p> <p>Conflict Management: <i>identifies and takes steps to prevent potential situations that could result in unpleasant confrontations.</i></p>
	<p><u>Koha</u></p> <p>Creativity: <i>Generates many new and unique ideas and ways to implement these ideas successfully</i></p> <p>Initiative: <i>Is proactive and looks at improving current systems and processes, looks at things in new and better ways.</i></p>	<p><u>Mauriora</u></p> <p>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></p>

* *Kaupapa Commitment is the recognition and acknowledgment 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.*



The guiding principles of Te Wānanga are inherent in its Vision, Mission Statement, Te Kaupapa and Values.

Whakakitenga – Vision:

“Te Wānanga o Aotearoa will provide holistic education opportunities of the highest quality for Māori, peoples of Aotearoa and the world”

Ko Te Uaratanga - Mission

- To provide education that best fits the aspirations of this generation, enhances the dreams of future generations and prepares for understanding the essence of past generations
- To equip people with knowledge of our heritage, our language, our culture so they can handle the world at large with confidence and self-determination
- To empower ones potential for learning as a base for progress in the modern world
- To make contributions of consequence
- To care
- To make our world a better place

Dr. Buck Nin

Ko Te Kaupapa - Philosophy

- To provide holistic education opportunities of the highest quality for Māori, peoples of Aotearoa and the world
- To provide a unique Māori cultural learning environment
- To provide practical learning experiences
- To provide support, encouragement and guidance to all learners in their pursuit of personal development, learning and employment
- To encourage all learners to learn and achieve to their fullest potential
- To be a good employer and encourage staff to develop personally and professionally to their fullest potential

Ko Ngā Uara - 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 taura (students), as by achieving success for taura we achieve success as an organisation. Our values also provide an ongoing cycle of evaluation and improvement that contributes to the achievement of our Kaupapa and our goals. 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 honorable manner.*
- Kotahitanga:** *Unity amongst iwi and other ethnicities; standing as one*

Definition of a Wānanga: The definition of a wānanga provided in section 162(4)(b)(iv) of the Education Act 1989 (as added by section 36 of the Education Amendment Act 1990):

A wānanga 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) and according to tikanga Māori (Māori custom).