



ACD
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)”.

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| Tūranga: Position | Kaiako: Taumata Raukura: New Zealand Certificate in Career Preparation (Corrections) Level 4 | |
| Wāhanga: Department | Delivery | |
| Takiwā: Region | Te Ihu | |
| Wāhi Mahi: Location | Te Tai Tokerau | |
| Whakatau ki: Reports to | Kaiwhakahaere Ako (Manger Educational Delivery) | |
| Māka Pūtea: Salary Grade | T3 | |
| Māngai Pūtea Financial Delegation | N/A | |
| Ngā Rōpu Whaihua Functional Relationships | <u>Internal</u> <ul style="list-style-type: none"> ○ Enrolled Taura (students) ○ Senior Leadership Team, Te Ihu Takiwā including: <ul style="list-style-type: none"> • Kaiarataki Ako • Kaiwhakahaere Ako • Takiwā Operations Manager • Youth Guarantee Kaiako • STAR Kaiako • Other Takiwā Operations, and Academic Support Staff ○ Delivery Staff in Head Office ○ Akoranga Staff in Head Office | <u>External</u> <ul style="list-style-type: none"> ○ Corrections Sector <ul style="list-style-type: none"> • All Corrections Facilities • Department of Corrections • New Zealand Police • Probations • New Zealand Skills Organisation (ITO) ○ General Public ○ Potential taura ○ Whanau of potential taura ○ Māori and/or Pasifika communities |
| Pūtake Tūranga - Role Purpose | | |
| <p>The role of a kaiako is to teach taura in the Taumata Raukura programme (Corrections) Level 4. Teaching involves but is not limited to:</p> <ul style="list-style-type: none"> - Developing lesson plans; - Presenting material to taura; - Responding to taura learning needs; - Evaluating taura progress; - Providing specialist subject knowledge to taura; - Assisting with practical work placements and managing placements - Managing day-to-day activities in the delivery of the programme; and - Contributing to programme review, curriculum <p>Rangahau (research) is a requirement for kaiako delivering degree programmes and is encouraged for all kaiako.</p> | | |

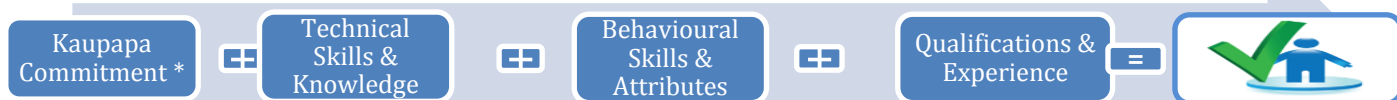
| Key Performance Indicators | Success Factors |
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| <p>Tauira Recruitment</p> <ul style="list-style-type: none"> Recruit tauira in association with Corrections sector Market TWoA and the programme by providing and presenting programme information to potential students, organisations and groups. Meet, interview and screen tauira. Enrol tauira. | <ul style="list-style-type: none"> All enrolments are completed per TWoA enrolment policy and procedures. Tauira enrolled meet minimum enrolment criteria. Targeted tauira numbers are recruited. |
| <p>Delivery of the programme</p> <ul style="list-style-type: none"> Is on time for every lesson, workshop, tutorial, noho, hui and professional development sessions Is fully prepared for each lesson/session and lesson plans have been developed in advance of lesson delivery All noho and/or wānanga are attended as required for course delivery and support Assisting with Work Placement requirements | <ul style="list-style-type: none"> Evidence of lesson plans held. Academic programme policies and procedures are adhered to. Noho mārae policies and procedures are adhered to. Retention & graduation rates are maintained per TWoA targets. Professional development plan goals are met Tauira all experience a work placement. |
| <p>Assessment and Marking Assessed tauira work is returned in the timeframes specified in the course outline</p> | <ul style="list-style-type: none"> All files and documentation fulfil TWoA standards, are up to date and available for audit Unit results are submitted within required timeframes |
| <p>Moderation and Review</p> <ul style="list-style-type: none"> Ensure moderation information is provided to Academic Manager and/or Marautanga as requested. Undertake programme review in association with Marautanga, Corrections sector and relevant ITO's. Use of 101 SISS to record results and attendance progressively | <ul style="list-style-type: none"> All Internal academic quality processes are completed within the required timeframes Accurate results and attendance is recorded in the 101 SISS system within the specified timeframes and in accordance with policy and procedural guidelines. |
| <p>Health and Safety Compliance</p> <ul style="list-style-type: none"> Follow all TWoA Health and Safety policies and procedures. Recognise and address circumstances to prevent unhealthy or unsafe situations. 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 |
| <p>Perform other position-related duties as assigned.</p> <ul style="list-style-type: none"> May be required to assist with the national roll out of the programme. Undertake other collaborative projects within the Corrections sector as agreed with manager. <p>Other duties as assigned</p> <ul style="list-style-type: none"> 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. | <ul style="list-style-type: none"> Positive engagement in activities that contribute to the overall functionality and operation to 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.

Person Specification

Kaiako: Taumata Raukura: New Zealand Certificate in Career Preparation (Corrections) Level 4



| Minimum Qualifications and Experience | |
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| <p>Qualifications:</p> <ul style="list-style-type: none"> • Diploma (Level 5) in a Corrections related subject • NZ Cert Adult & Tertiary teaching, attestation or enrolment; Unit standards 4098, 11281, 11551, 11552 & 18203 • Clear Police Check • Full clean driver 's licence • First Aid Certificate (or obtain within 1 years of commencement of employment) <p>Experience:</p> <ul style="list-style-type: none"> • Proven work experience in a Corrections facility • Demonstrated level of Fitness <p>Āhuatanga Māori:</p> <ul style="list-style-type: none"> • Motivated to partake in cultural activities (e.g. powhiri/karakia/Te Whariki) and motivated to develop understandings of Te Wānanga o Aotearoa values • Willingness to greet and acknowledge people in Te Reo Māori and pronounce Māori words correctly • Willingness to learn and gain understanding of Te Wānanga o Aotearoa values • Willingness to learn and gain understanding of Te Kaupapa o Wānanga o Aotearoa <p>Other Position requirements :</p> <ul style="list-style-type: none"> • Candidates will be required to pass a relevant police check and health assessment. | |
| <p><u>Technical Skills & knowledge</u></p> <p>Are the specialised skills and abilities required for a particular role</p> | <p>Has knowledge of tertiary academic programmes provision and NZQA framework</p> <p>Has a good understanding of Māori values and culture.</p> <p>Knowledge of principles and methods for curriculum and training design in the relevant subject area</p> <p>Teaching and Instruction for individuals and groups</p> <p>Measurement of training effects</p> <p>Effective speaking - talking to others to convey information effectively</p> <p>Effective writing – communicating effectively in writing as appropriate for the needs of the taurira</p> <p>Administrative and computing skills</p> <p>Monitoring and assessing performance to make improvements or take corrective action</p> |

* *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*
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| <p><u>Behavioural Skills & Attributes</u></p> <p>Behavioural Skills & Attributes are the role specific behaviours and attitudes required by kaimahi (staff) to be successful in their roles</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>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>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>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> |
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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:

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| 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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