



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)”.

<b>Tūranga</b> <i>Position</i>	Kaiako (Tutor) He Korowai Ākonga Bachelor of Education (Primary Teaching) Level 7 (Years 1-3)	
<b>Wāhanga</b> <i>Department</i>	Delivery	
<b>Takiwā</b> <i>Region</i>	As per letter of offer	
<b>Wāhi Mahi</b> <i>Location</i>	As per letter of offer	
<b>Whakatau ki</b> <i>Reports to</i>	Kaiwhakahaere Ako (Manager Educational Delivery)	
<b>Māka Pūtea</b> <i>Salary Grade</i>	T5	
<b>Māngai Pūtea</b> <i>Financial Delegation</i>	N/A	
<b>Wā Roanga</b> <i>Tenure</i>	<b>Permanent</b>	
<b>Ngā Rōpu Whaihua</b> <i>Functional Relationships</i>	<u>Internal</u> Taura (students) Takiwā kaimahi (staff within a region) Te Puna Maturanga	<u>External</u> Taura Whānau (students' families) Potential Taura Community Schools Iwi Members of the public when recruiting for Taura

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

The role of kaiako in He Korowai Ākonga Bachelor of Education (Primary Teaching) Level 7 is to encourage and support all taura to learn and achieve to their fullest potential. The kaiako position involves, but is not limited to, planning, preparing, delivering and co-ordinating a range of ako experiences, course materials and teaching resources. It also includes the effective supervision of taura engaged in practice-based learning. Rangahau (research) is a requirement of all kaiako delivering degree programmes. Kaiako will undertake relevant rangahau (research) activity that informs teaching practice and contributes to the overall strategic vision of Te Wānanga o Aotearoa.

Key Performance Indicators	Success Factors
Prepare and deliver research-informed ako sessions according to tauira needs and goals	<i>Plans are completed in a professional and timely manner, teaching practice is research - informed</i>
Use relevant teaching resources (visual aids, video tapes, music, tools) or other relevant methods that motivate learning	<i>Positive feedback from tauira, retention and graduation rates</i>
Develop teaching materials such as hand-outs and study materials as required to support learning	<i>Evidence of quality handouts and study material</i>
Plan and supervise Noho, Wānanga and Field Trips	<i>Safe and timely planning of transport, catering of Noho, Wānanga and field trips</i>
Effectively supervise tauira engaged in practice-based learning	<i>Tauira visits and associated reports are effectively completed.</i>
Assess tauira progress throughout ako sessions <ul style="list-style-type: none"> <li>Teach tauira study skills and note taking skills</li> <li>Provide individual instructions to individuals or small groups of tauira to improve academic performance</li> </ul>	<i>Positive feedback from Tauira and proof of academic success in terms of retention and graduation rates</i>
Collaborate with tauira, TWoA administration, and student support team members to assess tauira progress and determine tauira needs	<i>Positive feedback from tauira, TWoA colleagues and Graduation rates</i>
Communicate with tauira on their progress, in person, by phone, email or via moodle	<i>Positive feedback from tauira and evidence of communication with tauira</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>
Maintain records of tauira assessments, achievement results, attendance registers, progress, feedback and 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>
Use of 101 SISS to record results and attendance progressively	<i>Accurate results and attendance are recorded in the 101 SISS system within the specified timeframes and in accordance with policy and procedural guidelines.</i>
Conduct quality research and contribute to knowledge development through scholarship and publication.	<i>Personal and/or team research and scholarship activities demonstrate staff member is engaged in quality research.</i>
Involvement in professional and / or community / iwi activities relevant to the discipline. <i>This includes Kōmiti Āwhina and Kaiako Investment Training.</i>	<i>Regular participation in appropriate professional and/or community/iwi groups relevant to the discipline. This includes Kōmiti Āwhina and Kaiako Investment Training.</i>
Recruit for tauira in order to achieve tauira class numbers	<i>Achievement of class numbers and retention once classes have started</i>
Compliance and observance of TWoA and external agencies' policies and academic / enrolment regulations	<i>Enrolment and academic requirements are met in the specified time frames and as outlined in the applicable policies</i>
Recognise and address circumstances to prevent unhealthy or unsafe situations	<ul style="list-style-type: none"> <li><i>Adherence to all Safety and Wellness policies and Procedures.</i></li> <li><i>Faults are reported immediately to relevant personnel</i></li> </ul>
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.*

## Person Specification

### Kaiako: He Korowai Ākonga Bachelor of Education (Primary Teaching) Level 7

Qualifications and Experience
<p><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>• Master's degree in Education ("Teaching" must be included as a subject in order to teach this programme)</li> <li>• NZ Certificate in Adult &amp; Tertiary Teaching L5 (preferred is the TWoA He Puāwai: Certificate in Adult &amp; Tertiary Teaching L5), Assessment Standards 4098/11281/11551/11552/18203</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• Proven teaching experience in Primary Education</li> <li>• Clean Police Record</li> <li>• Must be a registered teacher with the New Zealand Teachers Council and hold a current practising certificate.</li> </ul> <p><b>Āhuatanga Māori:</b></p> <ul style="list-style-type: none"> <li>• Have a good understanding of tikanga, āhuatanga and mātauranga Māori (Māori values, protocols, practices and culture)</li> <li>• Participate in Māori cultural activities within the organisation such as Karakia, Pōwhiri/Whakatau.</li> <li>• Demonstrate basic proficiency in te reo Māori</li> </ul>
Technical Skills
<ul style="list-style-type: none"> <li>• Excellent communication skills (oral and written)</li> <li>• Effective time management skills</li> <li>• Demonstrated commitment to reflective practice</li> <li>• Ability to apply research, principle and theory to practice</li> <li>• Demonstrated proficiency in a range of software applications ie: MS Word, Excel, PowerPoint and email</li> <li>• Commitment to using innovative teaching methods and materials to teach effectively in the online teaching environment.</li> <li>• Familiarity with a range of technologies used to support quality programme delivery and outcomes ie: Moodle, Skype, Video Conferencing, Smart boards, Facebook, Turnitin</li> <li>• Innovative problem-solver who can implement effective and efficient solutions;</li> </ul>
Knowledge & Ability
<ul style="list-style-type: none"> <li>• In-depth knowledge of the primary sector in both theoretical and practical terms and the ability to work effectively with tauira enrolled in primary teacher education</li> <li>• Ability to effectively supervise tauira engaged in practice-based learning</li> <li>• In-depth knowledge of the New Zealand Curriculum and current approaches to teaching and learning in New Zealand schools</li> <li>• Demonstrated ability to teach adult students effectively</li> <li>• Broad knowledge of adult learning practices (andragogy)</li> <li>• Commitment to culturally responsive teaching approaches that incorporate and advance Māori/Indigenous ways of knowing, doing and being</li> <li>• In-depth knowledge of curriculum design, assessment, moderation and review practices and processes</li> <li>• Proven leadership in one or more of the following areas: Literacy, Numeracy, Science and/or Technology.</li> <li>• Evidence of ability to conduct and publish research (or demonstrated willingness to develop these academic abilities).</li> </ul>
Behavioural Skills & Attributes
<ul style="list-style-type: none"> <li>• Establish and maintain effective professional relationships focused on the learning and well-being of tauira.</li> <li>• Promote a collaborative, inclusive and supportive learning environment.</li> <li>• Respond effectively to the diverse learning needs of tauira.</li> <li>• Effectively address the educational aspirations of tauira, displaying high expectations for their learning.</li> <li>• Participate in the development of internal &amp; external relationships in order to disseminate information, share best practice, establish opportunities for collaborative work and enhance the tauira degree learning experience.</li> <li>• Show leadership that contributes to effective teaching and learning.</li> <li>• Demonstrate commitment to on-going professional learning and development of personal professional practice</li> <li>• Ability to relate effectively and sensitively to tauira, kaiako and other kaimahi from a variety of backgrounds and cultures.</li> <li>• Demonstrated capacity to work effectively as a member of a team.</li> <li>• Demonstrated commitment to promoting the learning and well-being of all tauira.</li> </ul>



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:

<b>Te Aroha:</b>	Having regard for one another and those for whom we are responsible and to whom we are accountable.
<b>Te Whakapono:</b>	The basis of our beliefs and the confidence that what we are doing is right.
<b>Ngā Ture:</b>	The knowledge that our actions are morally and ethically right and that we are acting in an honourable manner.
<b>Kotahitanga:</b>	Unity amongst iwi and other ethnicities; standing as one

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