



## 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>	<b>Kaitiaki – Home Based Learning</b>	
<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>	Manager - Home Based Learning	
<b>Māka Pūtea</b> <i>Salary Grade (T2, T3, T4, T5)</i>	<b>T2</b>	
<b>Māngai Pūtea</b> <i>Financial Delegation</i>	N/A	
<b>Ngā Rōpu Whaihua</b> <i>Functional Relationships</i>	<b><u>Internal</u></b> Kaitiaki and Coordinator Takiwā Management Kaitiaki Kaiako Tauira Other Takiwā Kaimahi Management and Staff Tauira	<b><u>External</u></b> Tauira whānau (student's families) Potential tauira Community Iwi / hapū Members of the public when recruiting for tauira

### **Pūtake Tūranga - Role Purpose**

The main purpose of the role is to deliver assessment services in a timely, respectful and appropriate manner for Mana Ora, Papa Whairawa, Papa Reo, He Papa Tikanga, He Tikanga Whakaaro, and any other current programmes to assist, support and empower the tauira to successfully complete their course of study.

Key Performance Indicators	Success Factors
<p>Provide services (as a kaitiaki) for Mana Ora, Papa Whairawa, Papa Reo, He Papa Tikanga and He Tikanga Whakaaro programmes in line with the specific programme delivery methodology.</p> <p>The Kaitiaki will:</p> <ul style="list-style-type: none"> <li>• Adhere to programme delivery methodology</li> <li>• Schedule visits with all tauira allocated by the Kaitiaki</li> <li>• Be punctual to all appointments</li> <li>• Make every effort to contact tauira by phone, mail, or visits</li> <li>• Engage tauira in, and encourage tauira to complete all assessments as per the programme delivery schedule</li> <li>• Keep tauira assessments in line with sections 4.1 and 4.5 of the Kaitiaki Handbook</li> </ul>	<ul style="list-style-type: none"> <li>• Adherence to programme delivery methodology</li> <li>• Tauira visits are conducted in a timely and professional manner</li> <li>• Tauira receive positive and constructive feedback on completion of each module</li> <li>• At least 50 Tauira visits are completed each month and comply with Section 3.3 of Kaitiaki Handbook - 'Qualities of a good Kaitiaki'</li> <li>• Tauira receive a positive and supportive learning experience and positive tauira feedback is received</li> <li>• All KPI's and targets are met for all programmes</li> <li>• Graduation rate of 80% minimum for all programmes</li> <li>• Quality checks undertaken by the Kaitiaki confirm appropriate teaching methods and tauira satisfaction</li> </ul>
<p>Ensure all necessary assessments are delivered and unit standards completed as per the course delivery methodology as outlined in the training guidelines for Kaitiaki/Kaiako;</p> <ul style="list-style-type: none"> <li>• Deliver all Unit Standard assessments for specific programmes</li> <li>• Inform tauira of the unit standards they have achieved</li> <li>• Evaluate and assess tauira learning using criteria required for NZQA</li> <li>• Ensure tauira are aware of any assessments that will take place at the next visit</li> </ul>	<ul style="list-style-type: none"> <li>• All Unit Standard assessments are delivered for each programme to each tauira in a timely, supportive and professional manner</li> <li>• All tauira are informed at the end of each visit, of the unit standards they have achieved</li> <li>• Tauira learning is evaluated and assessed using criteria required for NZQA</li> <li>• All tauira are aware of any assessments that will take place at the next visit</li> <li>• All tauira records are established and constantly updated</li> <li>• All tauira Assessment Sheets are accurate and up to date</li> </ul>
<p>Complete all necessary documentation as per the programme delivery requirements. (These include but are not limited to the Tauira Assessment Sheet):</p> <ul style="list-style-type: none"> <li>• Maintain and keep the tauira folder secure</li> <li>• Establish and maintain tauira progress records</li> <li>• Record, confirm all tauira Assessment Sheets</li> <li>• Enter work into the PAMs system in a timely manner.</li> <li>• Facilitate the completion of assessment material and development charts</li> <li>• Ensure tauira complete both initial and progress Literacy and Numeracy assessments for applicable programmes</li> </ul>	<ul style="list-style-type: none"> <li>• All necessary documentation for the programme is completed</li> <li>• The tauira folder is maintained and kept confidentially secure at all times</li> <li>• Tauira progress records are established and maintained per TWoA requirements</li> <li>• In a timely manner, all tauira Assessment Sheets have been: <ul style="list-style-type: none"> <li>○ Recorded accurately;</li> <li>○ Signed by the tauira;</li> <li>○ Are a true reflection of the tauira work; and</li> <li>○ Has been entered into the PAMs</li> </ul> </li> <li>• Assessments, material and development charts are completed as prescribed in the MO1 training and in the Kaitiaki Handbook</li> <li>• Accurate and complete TAS sheets are submitted for processing in a timely manner</li> </ul>
<p>Deliver a high level of customer service to all Tauira</p> <ul style="list-style-type: none"> <li>• Be punctual, reliable, honest and respectful in all dealings with Tauira</li> <li>• Maintain an appropriate standard of dress.</li> <li>• Maintain a high degree of professionalism, integrity and confidentiality</li> <li>• Provide support, encouragement and guidance to Tauira</li> <li>• Have in-depth knowledge of all kete material</li> <li>• Identify any additional training need, or issues</li> <li>• Monitor, manage and report on student progress</li> </ul>	<ul style="list-style-type: none"> <li>• Quality checks undertaken by the Kaitiaki to confirm tauira satisfaction</li> <li>• The Mission Statement is honoured and the kaupapa role-modelled</li> <li>• Positive feedback received from various avenues</li> <li>• Unit standard assessments are undertaken in accordance with the programme delivery methodology</li> </ul>

<ul style="list-style-type: none"> <li>Attend regular staff hui as designated by the Manager – Home Based Learning</li> <li>Provide weekly reports to Manager – Home Based Learning on Tauira activity and scheduled visits</li> <li>Develop and maintain an effective working relationship with all TWoA kaimahi and management</li> </ul>	<ul style="list-style-type: none"> <li>Regular attendance occurs at staff and other hui</li> <li>An effective relationship exists with TWoA Management and Staff</li> <li>The Manager - Home Based Learning receives regular progress updates</li> <li>The Manager – Home Based Learning receives constructive feedback on how service to Tauira can be improved</li> </ul>
<i>Recognise and address circumstances to prevent unhealthy or unsafe situations</i>	<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>
<i>Other duties as assigned</i> <i>From time-to-time all kaitiaki 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 kaitiaki in their roles.</i>	<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 kaitiaki's manager on an annual basis at performance review.*

### Minimum Qualifications and Experience

#### **Qualifications:**

- Assessment Standards 4098, 11281, 11551, 11552, 18203 (or NOA 1)
- National Certificate in Adult Literacy and Numeracy Education (NCALNE)
- Full clean Drivers Licence
- An adult teaching certificate would be an advantage
- Clear Police vet

#### **Experience:**

Life experience, or previous experience as a kaitiaki or kaiako

#### **Āhukatanga Māori**

Have an understanding of āhukatanga and tikanga Māori and may participate in cultural events

Have an ability and understanding of te reo Māori, in both written and oral form.

Embraces a Māori world view underpinned by the values of Te Aroha, Te Whakapono, Ngā Ture and Kotahitanga

### Knowledge and Attributes

- A sound understanding of the principles associated with adult learning and numeracy
- Possess a grounded understanding and knowledge of local community help services
- Successful experience in an adult learning environment
- Highly developed verbal, listening and written communication skills
- Demonstrated organisational and coordinating skills
- Proficient and accurate in recording information and reporting details
- Ability to interpret training needs

### Skills and Abilities

The ability to

- communicate effectively, both orally and in writing
- work autonomously and unsupervised
- develop and maintain relationships
- contribute and work as part of a team
- work under pressure
- show initiative
- be sensitive to cultural issues
- work with confidence



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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