



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 <i>Position</i>	Kaiāwhina (Tutor Assistant)	
Wāhanga <i>Department</i>	Delivery	
Rohe <i>Region</i>	As confirmed in letter of offer	
Wāhi Mahi <i>Location</i>	As confirmed in letter of offer	
Whakatau ki <i>Reports to</i>	Kaiwhakahaere Ako (Manager Educational Delivery)	
Māka Pūtea <i>Salary Grade (T2, T3, T4, T5)</i>	Level 1	
Māngai Pūtea <i>Financial Delegation</i>	N/A	
Wā Roanga <i>Tenure</i>	As confirmed in letter of offer	
Ngā Rōpu Whaihua <i>Functional Relationships</i>	<u>Internal</u> Taura (students) Rohe kaimahi (staff within a region) Te Puna Matauranga	<u>External</u> Taura whānau (students' families) Potential taura Community Iwi Members of the public when recruiting for taura

Pūtake Tūranga - Role Purpose

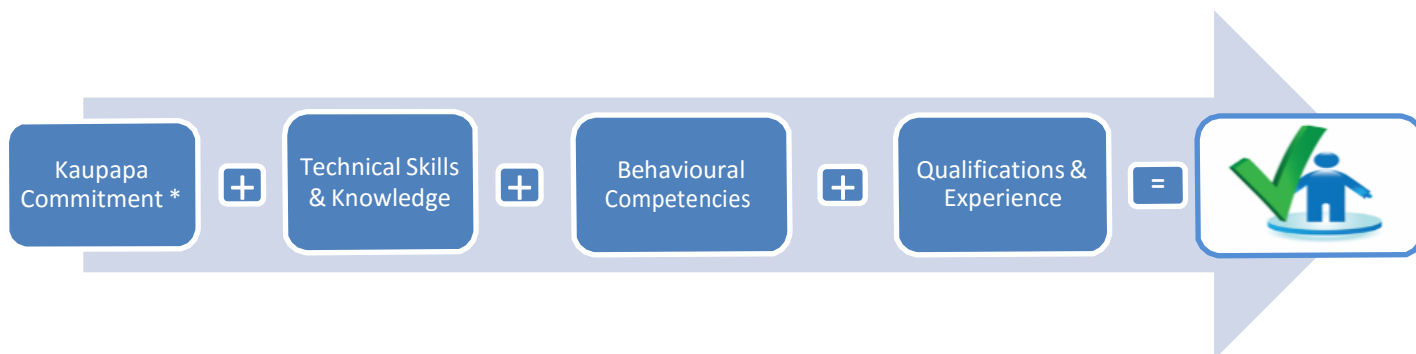
The role of Kaiāwhina (Tutor Assistant) is to provide support to the kaiako in the delivery of subject knowledge in a particular curriculum field; to support the kaiako to manage day-to-day activities in the delivery of the programme from subject knowledge; and to support the kaiako with regards to preparation of documentation / general administration and resource development.

Key Performance Indicators	Success Factors
<ul style="list-style-type: none"> To provide support to the kaiako in the delivery of subject knowledge in a particular curriculum field To support the kaiako to manage day-to-day activities in the delivery of the programme from subject knowledge; and To support the kaiako with regards to preparation of documentation / general administration and resource development 	<ul style="list-style-type: none"> <i>Is on time for every lesson, Wānanga, noho, hui and professional development sessions as required</i> <i>Supports the Kaiako to prepare for each lesson/session and to prepare resources for lessons/ sessions</i> <i>All Noho Marae and 1 day Wānanga are attended for course delivery and support as required</i> <i>Assists Kaiako with assessments as required</i> <i>Assists Kaiako with recruitment and marketing activities to achieve targeted Taura numbers</i> <i>Assists Kaiako to follow up on students who are not attending classes to ensure that retention & graduation rates are maintained as per TWoA targets</i> <i>Assists Kaiako with Taura files and documentation</i> <i>Assists Kaiako to complete internal academic quality processes within required timeframes</i> <i>Professional development plan goals are met</i> <i>Adherence to all Health and Safety policies and procedures</i> <i>Recognise and address circumstances to prevent unhealthy or unsafe situations.</i>
Recognise and address circumstances to prevent unhealthy or unsafe situations	<ul style="list-style-type: none"> <i>Adherence to all Safety and Wellness policies and Procedures.</i> <i>Faults are reported immediately to relevant personnel</i>
Any other tasks as and when required	<i>Positive can-do attitude</i>
Rohe specific KPIs <ul style="list-style-type: none"> Provide assistance to the kaiako in the teaching and delivery of the programme Prepare resources and classroom environment for all classes Meet with the kaiako to prior to classes to discuss class plans Assist kaiako in recording student attendance Assist kaiako in identifying possible withdrawals 	Rohe Specific Success Factors <ul style="list-style-type: none"> <i>Ensure that students are supported at all times throughout classes</i> <i>Ensures that students have all resources needed for the specific lesson plans</i> <i>Ensures that co-teaching is seamless, both kaiako and kaiāwhina are working cohesively</i> <i>Keep up to date attendance registers each class/noho or tutorial</i> <i>Monitor student attendance and highlight students that may missing too many classes</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 : Kaiāwhina (Tutor Assistant)



Minimum Qualifications and Experience

Qualifications:

- School Leavers Certificate
- It is preferred that Kaiāwhina are qualified one level above the subject being taught; or should be studying towards relevant subject for example Te Ara Reo when assisting Kaiako to deliver Te Ara Reo classes

Experience:

- At least one year's experience in a similar role preferred

Āhuetanga Māori

- Intermediate ability and knowledge of Tikanga and Āhuetanga Māori

<u>Technical Skills</u> The specialised skills and abilities required for a particular role*	Essential Written Communication <i>The ability to clearly and appropriately communicate ideas and concepts in written format</i> Verbal Communication <i>The ability to relate to others in a confident and relaxed manner</i> Intermediate Microsoft Suite skills	
<u>Behavioural Competencies</u> The role specific behaviours and attitudes required by kaimahi (staff) to be successful in their roles	<u>Creating & Maintaining Quality Spaces</u> Listening - practises attentive and active listening; has the patience to hear people out Approachability - build rapport, is perceived as easy to meet and deal with	<u>Leadership & Responsible Stewardship</u> Initiative - kaimahi is proactive and looks at improving current systems and processes, looks at things in new and better ways.
	<u>Reciprocal Responsibilities</u> Time management - uses his or her time effectively and efficiently; concentrates his or her efforts on the most important priorities	<u>Holistic Wellbeing</u> Team Work - the process of working collaboratively with a group of people in order to achieve a goal

* 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
 PD_Aramātauranga_Kaiāwhina (Generic)_2015



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 tauira (students), as by achieving success for tauira 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).