 Te Wānanga o Aotearoa

ARO TŪRANGA
Position Description

A wānanga as provided under section 398D of the Education and Training Act 2023, is characterised by "Māori, and have been instrumental in establishing; a wide diversity of teaching and intellectual endeavour that is closely interdependent; associated with higher learning; and are kaitiaki of mātauranga Māori, te reo Māori, and tikanga Māori within the tertiary education sector. A wānanga positions themselves within the networks of indigenous tertiary institutions across the world and contribute to the setting of international indigenous standards of teaching and intellectual endeavours"

Tūranga *Position*	**Kaiako - Te Tohu Reo Rumaki (Kaupae 5)**
Uepū / Wāhanga *Department*	**Aramātauranga** (Educational Delivery Services)
Takiwā / Rohe *District*	As per letter of offer
Wāhi Mahi *Location*	As per letter of offer
Whakatau ki *Reports to*	Kaiwhakahaere Ako
Māka Pūtea *Salary Grade*	**Practioner Grading**
Māngai Pūtea *Financial Delegation*	**N/A**
Wā Roanga *Tenure*	**As per letter of offer**

Ngā Rōpu Whaihua *Functional Relationships*	Internal • Tauira (students) • Takiwā kaimahi (region staff) • Te Puna Mātauranga	External • Tauira whānau (student's families) • Potential tauira • Community • Iwi / hapū • Members of the public (tauira recruitment)

Pūtake Tūranga *- Role Purpose*

The role of the kaiako is to teach tauira Te Tohu Reo Rumaki (Kaupae 5). Teaching involves but is not limited to; developing lesson plans, presenting material to tauira, responding to tauira learning needs, and evaluating tauira progress. Rangahau is a requirement for kaiako delivering degree programmes and is encouraged for all kaiako.

Key Performance Indicators	Success Factors
Kaiako Operational - Recruit for tauira in order to achieve tauira class numbers - Plan for tutoring sessions according to tauira needs and goals - Identify, develop, or implement intervention strategies, lesson plans, or individualised education plans for tauira - Develop teaching materials such as handouts and study materials as required to support learning - Present plans and conduct discussions to increase tauira knowledge and competence by using relevant visual aids, video tapes, music, tools or other relevant methods that motivate learning - Communicate with tauira on their progress, in person, by phone, email or iAkoranga. - Collaborate with tauira and TWoA administration, or student support team members to determine tauira needs, developing tutoring plans, or assess Tauira progress - Assess tauira progress throughout tutoring sessions - Arrange/facilitate tauira study skills support - Provide individual instructions to individuals or small groups of tauira to improve academic performance - Plan and supervise Noho, Wānanga - Maintain records of Tauira assessment results, attendance registers, progress, feedback, end of course graduation rates ensuring confidentiality of all records - Compliance and observance of TWoA and external agencies policies and academic / enrolment regulations - Use of 101 SISS to record results and attendance progressively	- Achievement of class numbers and retention once classes have started - Plans are completed in a professional and timely manner - Written evidence of intervention strategies and positive feedback from tauira - Evidence of quality handouts and study material - Positive feedback from tauira, retention and graduation rates - Positive feedback from tauira and evidence of communication with tauira - Positive feedback from tauira, TWoA colleagues and graduation rates - Positive feedback from tauira and proof of academic success in terms of retention and graduation rates - Safe and timely planning of transport, catering of Noho, Wānanga and field trips - All tauira administration is completed in accordance with the standards set by Te Wānanga o Aotearoa (TWoA), and submitted by due dates - Enrolment and academic requirements are met in the specified time frames and as outlined in the applicable policies - Accurate results and attendance is recorded in the 101 SISS system within the specified timeframes and in accordance with policy and procedural guidelines
Information Management Meets the statutory responsibilities detailed in the Data, Information, and Records Management Tikanga Whakahaere	Te Wānanga o Aotearoa records are created and maintained in corporate information systems, meeting specified information management standards and legislation

Kaupapa Matua Te Wānanga o Aotearoa has a unique history and operating context. Te Kaupapa Matua o Te Wānanga o Aotearoa tells our history, guides our future and shapes the unique identity of our wānanga. There is therefore an expectation that kaimahi; - Actively familiarise themselves with Te Kaupapa Matua o Te Wānanga o Aotearoa and how this shapes and informs our actions - Uphold Te Wānanga o Aotearoa Values and Te Kaupapa Matua o Te Wānanga o Aotearoa. - Able to articulate the history, evolution and unique context of Te Wānanga o Aotearoa - Actions of kaimahi are aligned with Te Wānanga Aotearoa values and Te Kaupapa Matua o Te Wānanga o Aotearoa. - Values and Te Kaupapa Matua o Te Wānanga are applied in a manner that protects the mana of Te Wānanga o Aotearoa its vision, mission, and philosophy	- Able to articulate the history, evolution and unique context of Te Wānanga o Aotearoa - Actions of kaimahi are aligned with Te Wānanga Aotearoa values and Te Kaupapa Matua o Te Wānanga o Aotearoa. - Values and Te Kaupapa Matua o Te Wānanga are applied in a manner that protects the mana of Te Wānanga o Aotearoa its vision, mission, and philosophy
Kaimahi Experience - Encourage and foster a productive environment that benefit all kaimahi. - Effectively utilise technology and automation, when possible, to provide streamlined access to capabilities and insights that positively impact the day-to-day mahi. - Support kaimahi experience and ensure that employees feel connected, empowered, well-informed and have great experiences at mahi. - Stay abreast to current trends and developments to support and nurture kaimahi experience.	- Kaimahi are listened to and valued when communicated
Health and Safety - Comply with all health, safety and wellness policy and procedures - Recognise and address circumstances to prevent unhealthy or unsafe situations - Perform any manual duties in a safe and responsible manner - Report faults in accordance with policy - Process risk management forms and health and safety issues accordingly	- Health, safety and wellness policies and procedures are adhered to and complied with - Risk minimisation assessment is completed and any identified mitigation action taken - Zero harm while carrying out duties and programme delivery meets all safety standards as outlined in policy and procedures - Faults are reported immediately to relevant personnel - Forms are completed that accurately reflect risks and health and safety issues

Other Duties	
- Undertake other duties as required by the employer provided the kaimahi has the required skills and qualifications	- Requests by the employer are undertaken
- Undertake professional development as identified	- Professional development is undertaken as agreed
- Attend hui kaimahi as requested	- Hui are attended as required
- 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	- Positive engagement in activities that contribute to the overall functionality and operation of 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:

<u>**Qualifications and Experience**</u>	**Qualifications:** • Degree qualification in te reo Māori (Level 7 or higher) and; • Diploma in Adult Teaching (Level 5) or equivalent • Full NZ Drivers' Licence (Class 1) **Experience:** • 3+ years' experience teaching full immersion te reo Māori • 3+ years' experience teaching high contact hours of immersive language learning • 3+ years' experience teaching adults **Āhuatanga Māori:** • Knowledgeable in te ao Māori (Māori World) and is seen as a leader for āhuatanga Māori (values, culture and tikanga) • Spoken and written te reo Māori fluency aligns with the programme being delivered with at least the ability to greet and acknowledge people in te reo Māori and pronounce Māori words correctly • Prepared to increase knowledge, understanding and everyday use of te reo and āhuatanga Māori and support other kaimahi in the same endeavour • Understands and is an advocate for using Te Wānanga o Aotearoa values in the workplace
<u>**Technical Skills**</u> Are the specialised skills and abilities required for a particular role	• Knowledge of principles and methods for curriculum and training design in the relevant subject area • Teaching and instruction for individuals and groups • Engaging with and teaching various levels of Māori language ability • Catering to a variety of learning needs • Measurement of training effects • Effective speaking – talking to others to convey information effectively • Effective writing – communicating effectively in writing as appropriate for the needs of the tauira • Administrative and computing skills • Monitoring and assessing performance to make improvements or take corrective action • Ability to use and support the use of IT for the purposes of vlogging, and interaction with an LMS
<u>**Behavioural Skills and Attributes**</u> Behavioural Competencies are the role specific behaviours and attitudes required by kaimahi (staff) to be successful in their roles	**Co-operation** Works co-operatively as a member of a team, proactively sharing knowledge and information. **Creativity** Generates many new and unique ideas and ways to implement these ideas successfully; and is seen as original and value-adding in brainstorming settings. **Drive for Results** Steers self and others to achieve or exceed results; overcomes obstacles; drives performance; and has personal commitment to excellence and a focus on attaining goals. **Expertise** Has the underlying knowledge and skills necessary to perform a particular type or level of work activity. Typically reflects career-long experience in the job or occupational area.

	Integrity and Honesty Establishes credibility and trustworthiness through appropriate actions; and is considered consistent; dependable and honest. **Listening** Practises attentive and active listening, has the patience to hear people out and is perceived to have good rapport and reputation by others. **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; and promotes confidence and optimistic attitudes. **Technical Credibility** Uses technical knowledge, expertise and skills to perform effectively within a specific area or function. **Time Management** Uses time effectively and efficiently; concentrates efforts on the most important priorities; and independently handles several tasks at once.