

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 - English Language	
Wāhanga Department	Delivery	
Rohe Region	Tamaki	
Wāhi Mahi Location	DynaSpeak – All Sites	
Whakatau ki Reports to	As per letter of offer	
Māka Pūtea Salary Grade (T2, T3, T4, T5)	Teaching levels and Salary grade: <i>All levels, PR1</i>	
Māngai Pūtea Financial Delegation	N/A	
Ngā Rōpu Whaihua Functional Relationships	<u>Internal</u> Taura (students) DynaSpeak staff Takiwā kaimahi (staff within a region) Te Puna Manaaki kaimahi	<u>External</u> Taura Whanau (student’s families) Potential Taura Community Iwi Members of the public when recruiting for Taura

Putake Turanga - Role Purpose

The role of a Kaiako is to successfully deliver English Language courses offered by DynaSpeak. Teaching EL includes but is not limited to developing lesson plans, presenting material to Taura, responding to Taura learning needs, evaluating Taura progress. A range of other administrative tasks are also required including reporting results to Taura and updating TWoA record systems.

<u>Kaitiakitanga</u> – Key Performance Indicators	<u>Mauri Ora</u> – Success Factors
<i>Acknowledge that the most important people at DynaSpeak are the taura (students).</i>	<ul style="list-style-type: none"> • <i>High achievement and retention rates of taura (students).</i> • <i>Demonstrates sensitivity to the needs of taura (students) to ensure their success.</i> • <i>Demonstrates flexibility in accommodating a range of student needs within mixed level classes.</i>
<i>Recruit for taura in order to achieve taura class numbers.</i>	<i>Achievement of class numbers and retention once classes have started</i>
<i>To teach English to domestic students as required both in class and/or online, incorporating current and innovative methods which may include communicative teaching techniques and/or the philosophy and practice of Ako Whakatere (Accelerated Learning)</i>	<i>Each session plan and delivery incorporates current and innovative teaching methods using approved plans and resources</i>
<i>Plan for tutoring sessions according to taura needs and goals</i>	<i>Plans are completed in a professional and timely manner</i>
<i>Identify, develop, or implement intervention strategies, lesson plans, or individualised education plans for taura</i>	<i>Written evidence of intervention strategies and positive feedback from taura</i>
<i>Develop teaching materials such as handouts and study materials as required to support both in class and online learning</i>	<i>Evidence of quality handouts, study material and reports</i>
<i>Manage and monitor taura online work</i>	<i>Process followed, evidence of reporting on progress and updating of personal skills</i>
<i>Communicate with taura on their progress</i>	<i>Positive feedback from taura</i>
<i>Collaborate with Kaiarahi support team members to determine taura needs, developing tutoring plans, or assess taura progress online as required</i>	<i>Positive feedback from taura, online learning data, DynaSpeak colleagues and graduation rates</i>
<i>Work as a member of a teaching team, demonstrating ability to work co-operatively with guidance to achieve shared goals</i>	<i>Positive interaction with colleagues, actively shares ideas and resources within a working group</i>
<i>Maintain records of taura assessment results, attendance registers, progress, feedback, end of course graduation rates ensuring confidentiality of all records</i>	<i>All taura administration is completed in accordance with the standards set by Te Wānanga o Aotearoa (TWOA), and submitted by due dates</i>
<i>Compliance and observance of DynaSpeak, TWOA and external agencies procedures, policies and academic / enrolment regulations</i>	<i>Enrolment and academic requirements are met in the specified time frames and as outlined in the applicable policies</i>
<i>Use of PAMS to record results and attendance progressively</i>	<i>Accurate results and attendance is recorded in the PAMS system within the specified timeframes and in accordance with policy and procedural guidelines.</i>
<i>Participate in ongoing personal development</i>	<i>Regularly takes part in appraisal processes. Attends professional development sessions as requested by manager. Undertakes courses of study as required</i>
<i>Other duties as assigned</i>	<i>Displaying a can-do attitude as and when required to do other duties outside the normal scope of the role</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.

Koha – Minimum Qualifications and Experience

Qualifications:

As a minimum, one of the following TESOL qualifications:

- CELTA
- Trinity Certificate TESOL or equivalent standard

In addition:

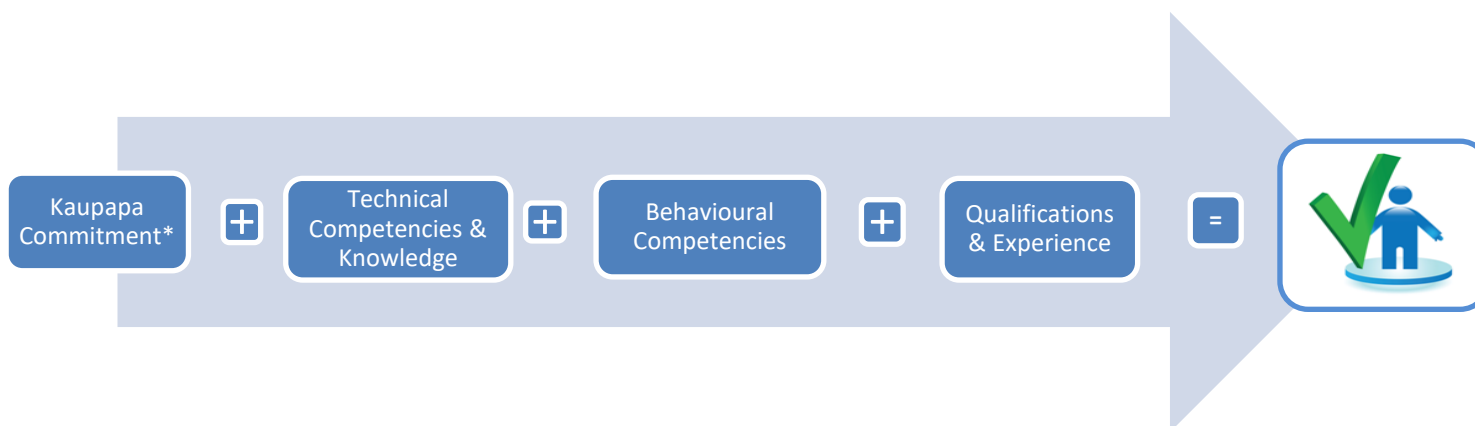
NCALNE (or working towards completion of certificate)

Experience:

- *Minimum 2 years' teaching in an EL environment preferred*
- *Experience in teaching academic English an advantage*

Person Specification

Kaiako



<p>Technical Skills</p> <p>Are the specialised skills and abilities required for a particular role</p>	<p><i>Knowledge of principles and methods for curriculum and training design in English Language</i></p> <p><i>Teaching and Instruction for individuals and groups</i></p> <p><i>Measurement of training effects</i></p> <p><i>Effective speaking & listening – communicating with others to convey information effectively</i></p> <p><i>Effective writing – communicating effectively in writing as appropriate for the needs of the Taura</i></p> <p><i>Monitoring and assessing performance to make improvements or take corrective action</i></p> <p><i>Proficiency in Microsoft Office: Word, Powerpoint, Internet and email</i></p>	
<p>Knowledge & Ability</p> <p>Are the role specific abilities and knowledge required for this position.</p>	<ul style="list-style-type: none"> • <i>Knowledge of English Language structures and grammar</i> • <i>Communicative English language teaching techniques</i> • <i>Knowledge of NZQA moderation and assessment processes</i> • <i>Awareness of and sensitivity to other cultures</i> 	
<p>Behavioural Competencies</p> <p>Behavioural Competencies are the role specific behaviours and attitudes required by kaimahi (staff) to be successful in their roles</p>	<p>Āhurutanga</p> <p>Approachability: <i>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.</i></p> <p>Listening skills: <i>Gives full attention to others when they speak and takes time to understand their perspective.</i></p>	<p>Kaitiakitanga</p> <p>Time management: <i>Uses his or her time effectively and efficiently; concentrates his or her efforts on the most important priorities</i></p> <p>Planning & Organising: <i>The ability to identify / develop tasks, actions, processes and timetables needed to meet objectives. Shows punctuality and good time management skills.</i></p> <p>Conflict Management: <i>identifies and takes steps to prevent potential situations that could result in unpleasant confrontations.</i></p>
	<p>Koha</p> <p>Creativity: <i>Generates many new and unique ideas and ways to implement these ideas successfully</i></p> <p>Initiative: <i>Is proactive and looks at improving current systems and processes, looks at things in new and better ways.</i></p>	<p>Mauriora</p> <p>Motivating Others: <i>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.</i></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



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