



A wānanga as provided under section 398D of the Education and Training Act 2020, 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	Disability Support Worker	
Wāhanga Department	Student Support Services	
Rohe Region	As indicated in offer letter	
Wāhi Mahi Location	As indicated in offer letter	
Whakatau ki Reports to	Manager – Taurira Services	
Māka Pūtea Salary Grade	DSW set grade – Academic Support	
Māngai Pūtea Financial Delegation	n/a	
Wā Roanga Tenure	Casual (time sheet entry)	
Ngā Rōpu Whaihua Functional Relationships	<u>Internal</u>	<u>External</u>
	Taurira (Student/s) Kaiako Kaiwhakahaere Ako Taurira Support Teams/Managers	Suppliers / contractors if needed

Pūtake Tūranga - Role Purpose

To provide specific learning related support services (according to the need) to taurira with impairment(s).

Key Performance Indicators	Success Factors
<p>Support for Assigned Taura</p> <ul style="list-style-type: none"> Establish and maintain a professional relationship with assigned taura per specified contract Provide specific learning support to allocated taura relevant to their needs, support may be in the form of note taking, reading, writing support and / academic assistance. Action all appropriate requests raised by the taura and / or student support team leader 	<ul style="list-style-type: none"> Taura receives quality support as identified by student support team leader either in the contract, or by verbal agreement. Support is professional, timely and positive All requests and issues raised by taura are actioned within 24 hours, and appropriate intervention is actioned accordingly. Support provided meets academic standards 85% minimum satisfaction score from taura evaluations.
<p>Communication / Report s</p> <ul style="list-style-type: none"> Provide timesheets and progress reports to Student Support Team Leaders Any issues is raised immediately with the appropriate staff members 	<ul style="list-style-type: none"> Timesheets are provided on a weekly basis, or as agreed with team leader Issues are reported in a timely and professional manner
<p>Health and Safety Recognise and address circumstances to prevent unhealthy or unsafe situations</p>	<ul style="list-style-type: none"> Adherence to all Safety and Wellness policies and Procedures. Faults are reported immediately to relevant personnel
<p>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.</p>	<p><i>Positive engagement in activities that contribute to the overall functionality and operation of Te Wānanga o Aotearoa.</i></p>

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.

Qualifications and Experience

Qualifications:

- A tertiary qualification is the minimum requirement
- A qualification above the level of the taura you are providing support for is desirable
- A relevant teacher aid certificate is also desirable

Experience:

- Teacher aid experience is preferred
- Experience in a pastoral role, coaching, mentoring, supporting or teaching is an advantage but not essential.

Āhuatanga Māori:

- Knowledge of te reo and tikanga Māori is an advantage; but a requirement if the programme you are providing support for is within this vicinity
- An ability to embrace a Māori world view that is underpinned by the values of Te Aroha, Te Whakapono, Ngā Ture and Kotahitanga¹

Behavioural skills and attributes

- Communicating (Written)**
The ability to communicate ideas and concepts in written format.
- Communicating (Verbal)**
The commitment to continually improve work performance, processes and procedures. Produces high quality work and results.
- Customer Focus**
The ability to put the customer first. Building strong relationships and ensures that the business direction and approach is responsive to customer needs