



POSITION DESCRIPTION

Kaiako (Tutor)

Part-Time Independent Contractor

Certificate in Small Business (CSB)

Position Title	Kaiako (Tutor) - Certificate in Small Business
Programme Title	Te Pōkaitahi i te Pakihi Iti – Certificate in Small Business (CSB)
Title of Qualifications to which the Programme Leads	New Zealand Certificate in Business (Small Business) (Level 4)
Level	4
Location(s)	Nationwide
Employment Status	Independent Contractor
Length	Approximately 26 weeks paid. Part-time
Contract Period Delivery of Programme	Start date for contracts: 2 June 2025* Finish date for contracts: 30 November 2025* Start date for classes: The week beginning 14 July 2025 * End date for classes: The week ending 16 November 2025* <i>* These dates may be delayed by two weeks</i>
Reports to	Contract Manager – Te Wānanga o Aotearoa Head of Education Delivery Relationship Manager – Aotahi Limited
Remuneration	The base contract price is \$20,710 (plus GST if applicable). Remuneration for training, induction, and supporting taura enrolment is in addition to the base price. Some performance-based payments are also available. The total contract package is expected to be between \$23,660 and \$27,270 (plus GST if applicable).
Contracting Notes	Withholding Tax will be deducted from the contract price <i>unless</i> the Contractor is GST registered or holds a current Withholding Tax Exemption Certificate. Please note that this Position Description is a guide only and is subject to change at the discretion of Te Wānanga o Aotearoa.

	All kaiako must have a direct reporting relationship with Te Wānanga o Aotearoa.
Expression of Interest Form	Applicants are required to complete an Expression of Interest Form.
Contact	Expression of Interest Forms can be obtained from: Maatje Te Amo 021 991 376 maatje@aotahi.com

Purpose of Position

The vision for this programme is 'Developing successful and responsible business owners'. The purpose of the kaiako position is to help Te Wānanga o Aotearoa achieve this vision by assisting taura (who will be small business owners and potential small business owners) develop the necessary skills and knowledge to manage and improve their own small business.

This will involve supporting taura through the process of completing the programme, by facilitating all associated contact teaching hours, providing follow up support where required and completing administrative requirements involved with teaching of this programme.

An overview of the CSB Programme will be attached to the Expression of Interest Form.

Responsibilities

1. Support marketing and promotion of the Certificate in Small Business (the Programme) and associated programmes within Te Wānanga o Aotearoa.
2. Support enrolment of taura for the Programme.
3. Train on programme aims and qualification outcomes, kōnae ako content, materials, delivery methods, assessments, and administration requirements.
4. Undertake the necessary preparation for classes, workshops and / or any other contact delivery time associated with the programme.
5. Deliver the kōnae ako content according to the requirements for contact delivery hours, the methods specified by Te Wānanga o Aotearoa for the intake (class) and the aims and graduate outcomes for the Programme.
6. Report to the Contract Manager, Head of Education Delivery, Relationship Manager – Aotahi Ltd (or their delegates) regarding matters relating to management, administration, support, and training.
7. Provide taura support and liaison.
8. Complete all necessary administrative requirements.
9. Attend in-person and online hui relating to the programme and contract duties.
10. Endeavour to achieve 80% taura retention, 75% taura completion and 70% taura graduation of the Programme.
11. Practice the principles and values of the Kaupapa of Te Wānanga o Aotearoa (see www.twoa.ac.nz).

Tasks

1 Programme Management:

- Promote the Programme in your area, in accordance with practices and processes specified by Te Wānanga o Aotearoa.
- Implement the approved policies and procedures of the Programme, as required by the Programme Manager and the Head of Education Delivery or their delegates.
- Provide regular updates and reports to the Relationship Manager – Aotahi Ltd, and Head of Education Delivery / Contract Manager (or their delegates) as required and ensure that all kaiako have a direct reporting relationship with Te Wānanga o Aotearoa staff.
- Attend meetings with Te Wānanga o Aotearoa staff when required.

2 Programme and Administration Training and Development

- Undertake the necessary kaiako training on programme aims and graduate outcomes, kōnae ako content, materials, delivery methods and assessment requirements.
- Attend a Takiwā Induction and the required contract administration training. This is compulsory for new contractors.
- Maintain high standards by undertaking professional development opportunities as they arise.
- Ensure that the necessary preparation has been undertaken for each kōnae ako prior to Kaiako training and delivery.

3 Kōnae Ako Delivery:

- Gain a thorough understanding of the programme delivery methodology for the intake and delivery mode.
- Develop lesson plans for each kōnae ako and submit these to the Manager of Educational Delivery prior to the kōnae ako commencing.
- Ensure the necessary delivery tools are ready and available at the delivery site.
- Provide effective delivery of programme contact hours to all taura.
- Ensure the delivery of contact hours adheres to the required programme contact hours and the Programme timetable.
- Mark all assessments in accordance with Te Wānanga o Aotearoa policies.

4 Taura Liaison and Support:

- Provide taura support and answer queries during and outside of contact hours, as required.
- Liaise with taura and provide all programme materials supplied by Te Wānanga o Aotearoa, as per the agreed schedule.

- Answer taura queries made during, and outside of, class hours.
- Make reasonable attempts to obtain resources back from taura who early withdraw from the Programme.
- Maintain regular contact with taura and help motivate taura to complete the Programme.
- Follow up on non-attendance and develop retention plans.
- Provide each taura with support sessions, where required, to achieve the required retention, completion, and graduation rates.
- If applicable, attend graduation ceremonies for taura from intakes previously delivered by the contractor, whether it be for this programme or other Te Wānanga o Aotearoa programmes, that fall within the period of this contract.

5 Programme Administration:

- Effectively manage all taura information and maintain records using Te Wānanga o Aotearoa systems in accordance with Te Wānanga o Aotearoa policies and processes.
- Complete and submit a Programme Delivery Schedule, which includes setting out , the days and times of classes, workshops and wānanga, prior to the start date of the programme.
- Complete taura enrolment administration on a timely basis to ensure decisions regarding class approval can occur as early as possible and taura resources are available when required.
- Ensure class lists are accurate prior to the Last Date for Early Withdrawal (10% of the way through the Programme).
- Enter and update taura results regularly into the student management system iAkoranga and 101 SISS, as per the programme timetable and, if requested, maintain an Assessment Spreadsheet of taura results using the template provided by the Relationship Manager (or their delegates).
- Ensure that assessments are regularly uploaded into the student management system iAkoranga for moderation to occur as per TWoA policy / process.
- Maintain an Attendance Register and enter the required data into 101 SISS as soon as possible following each class.
- Complete retention plans for taura who miss classes.
- Report regularly to the Contract Manager / Head of Education Delivery (or their delegates). This includes, but is not limited to, completing an initial report and a report for each kōnae ako.
- If requested, return surplus resources to Te Wānanga o Aotearoa or to a location specified by the end of the kōnae ako to which they relate.

Person Specification – Kaiako – Certificate in Small Business

Qualifications and Experience

All kaiako must have the following qualifications or be studying towards them:

- An adult teaching qualification, the minimum being the Certificate in Adult Teaching (CAT) Level 5.
- Unit Standards 4098 and 11552.

If kaiako do not hold these qualifications, they must complete these unit standards within the first two years of appointment.

In addition, kaiako must have:

- a relevant business qualification at level 5 or above.

Experience operating a small business will be an advantage.

Membership / Affiliations

- Affiliations with Māori and business networks may be an advantage.

Core Competencies

- Technical Competencies
 - Moderate to Advanced computer skills.
 - Full drivers' licence.
 - Adult facilitation skills.
 - Administration skills.
 - Project management knowledge and skills.
 - Business planning knowledge and skills.
- Position Competencies
 - Planning and organizing.
 - Self-management and self-organisation.
 - Excellent verbal communication skills, including the ability to liaise with a diverse group of people.
 - Experience in facilitating learning.
 - Innovation/creativity.
 - A medium level of literacy and numeracy teaching skills.

- Some knowledge of Tikanga and Te Reo Māori preferred.
- Personal Qualities
 - Willing to learn and follow the Kaupapa of Te Wānanga o Aotearoa.
 - Friendly and approachable.
 - Excellent personal presentation.
 - High energy levels.
 - Self-motivated and able to meet deadlines.
 - Displays initiative.
 - Learner focused – ability to build rapport, have patience and understanding of learners and ability to motivate and encourage learners to maximize their learning experience.

Facilities Required

- Access to a computer with Microsoft Word and Excel.
- Reliable Internet access and an email address.
- Access to facilities for scanning and printing documents.
- Access to a mobile phone to ensure availability and contact with taurira.