



POSITION DESCRIPTION

Kaiako (Tutor)

Part-Time Fixed Term Independent Contractor

Certificate in Money Management (CMM)

Position Title	Kaiako (Tutor) - Certificate in Money Management programme
Programme Title	Te Tohu Whakahaere Pūtea – Certificate in Money Management
Title of Qualification to which the Programme Leads	New Zealand Certificate in Personal Financial Capability and Financial Services
Level	3
Location(s)	Nationwide
Employment Status	Independent Contractor
Length	Minimum 27 weeks. Part - time
Contract Period Delivery of Programme	Preferred start date for contracts: 24 November 2025 (latest start date 12 January 2026) Finish date for contracts: by 9 August 2026 Start date for classes: The week beginning 16 February 2026* End date for classes: The week ending 5 July 2026** <i>* Note: classes may also begin the weeks of 23 February, 2 March or 9 March 2026 due to rolling or delayed start dates.</i> <i>** Note: End dates may also be 12 July, 19 July or 26 July 2026 dependent on the start date for classes. All work associated with the contract will be completed within two weeks of the end date for classes.</i>
Reports to	Contract Manager Te Wānanga o Aotearoa Head of Education Delivery Relationship Manager – Aotahi Limited
Remuneration	The base contract price is \$19,205 (plus GST if applicable). Remuneration for training and supporting tauira enrolment is in addition to the base price. Some performance-based payments are also available. The total contract package is expected to be between \$22,505 and \$26,115 (plus GST if applicable).



Te Wānanga o Aotearoa

Contracting Notes	<p>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.</p> <p>Please note that this Position Description is a guide only and is subject to change at the discretion of Te Wānanga o Aotearoa.</p> <p>All kaiako must have a direct reporting relationship with Te Wānanga o Aotearoa.</p>
Expression of Interest Form	<p>Applicants are required to complete an Expression of Interest Form (provided once an appointment has been confirmed).</p>
Contact	<p>Maatje Te Amo</p> <p>021 991 376</p> <p>maatje@aotahi.com</p>

Purpose of Position

The vision for this programme is 'To assist tauira to develop a positive relationship with money, for the benefit of themselves, their whānau and their communities'. The purpose of the kaiako position is to help Te Wānanga o Aotearoa achieve this vision by supporting tauira to develop the necessary skills and knowledge to make decisions that will enable them to reach their financial goals in life.

This will involve supporting tauira 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 CMM programme is attached to the Expression of Interest form.

Responsibilities

1. Support marketing and promotion of the Certificate in Money Management (the Programme) and associated programmes within Te Wānanga o Aotearoa.
2. Support enrolment of tauira 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 contract 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 and the Relationship Manager – Aotahi Ltd (or their delegates) regarding matters relating to management, administration, support, and training.
7. Provide tauira support and liaison.
8. Complete all necessary administrative requirements including, but not limited to, recording tauira attendance and marking assessments.
9. Attend in-person and online hui relating to the programme and contract duties.
10. Endeavour to achieve 82% tauira retention, 77% tauira completion and 71% tauira 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 Contract Manager or their delegates.
- Provide regular updates and reports to the Relationship Manager - Aotahi Ltd and the 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.
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2 Programme and Administration Training and Development

- Undertake training on programme aims and graduate outcomes, kōnae ako content, materials, delivery methods and assessment requirements. Attendance at training is compulsory.
- Attend a takiwā Induction and the required contract administration training. This is compulsory for new contractors.
- Attend 'Kaiako Investment Training' (KIT), a full day session covering a variety of information relevant to delivering programmes with Te Wānanga o Aotearoa. This is compulsory.
- 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 content training and delivery.

3 Kōnae Ako Delivery:

- Promote a collaborative, inclusive and supportive learning environment based on Whanaungatanga (respectful relationships and connections), Ako (reciprocal living, learning and teaching), Aro (reflective practices) and Te Hiringa (energy that promotes inspiration and motivation).
- Gain a thorough understanding of the Programme delivery methodology for the particular intake and delivery mode.
- Develop lesson plans for each kōnae ako and submit these to the Contract Manager (or their delegate) 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 tauira.
- Accommodate a range of learner abilities and modify teaching approaches to address tauira individual and group needs and to support academic achievement.

- Ensure the delivery of contact hours adheres to the required programme contact hours and the programme timetable.
- Demonstrate delivery of embedded and contextualised literacy and numeracy support strategies within teaching practices.
- Mark all assessments in accordance with Te Wānanga o Aotearoa policies.

4 Tauira Liaison and Support:

- Provide tauira support and answer queries during and outside of contact hours, as required.
- Liaise with tauira and provide all programme materials supplied by Te Wānanga o Aotearoa, as per the agreed schedule.
- Maintain regular contact with tauira and help motivate tauira to complete the programme.
- Follow up on non-attendance and develop retention plans.
- Provide each tauira with support sessions, where required, to achieve the required retention, completion, and graduation rates.
- If applicable, attend graduation ceremonies for tauira 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 tauira 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, before the programme start date. This must outline the days and times for all classes, workshops, and wānanga.
- Complete tauira enrolment administration on a timely basis to ensure decisions regarding class approval can occur as early as possible and tauira resources are available when required.
- Undertake tauira induction to Te Wānanga o Aotearoa.
- Ensure class lists are accurate prior to the Last Date for Early Withdrawal (10% of the way through the Programme).
- Enter and update tauira results regularly into the student management system iAkoranga, as per the programme timetable.
- 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. This register (or a copy of it) is then required to be supplied to the Manager of Educational Delivery on a weekly basis, as soon as possible following a class.
- Identify, develop, and implement intervention strategies (e.g. 101 Retention Plan) or individualised education plans for tauira, in collaboration with tauira support.



- Utilise the Literacy and Numeracy for Adults Assessment Tool (LNAAT) with tauira at the beginning (Initial assessment) and at the end (Progress assessment) of the programme, where required.
- Report regularly to the Contract Manager (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 Money Management

Qualifications

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

- An adult teaching qualification, the minimum being a Certificate in Adult Teaching (CAT) Level 5.
- National Certificate in Adult Literacy and Numeracy Education – Vocational (NCALNE).

If kaiako only hold one of the above qualifications, they must complete the other qualification within the first two years of appointment. If kaiako do not hold either of these qualifications, then they must complete the adult teaching qualification in the first instance, then the National Certificate in Adult Literacy and Numeracy Education – Vocational (NCALNE).

In addition, kaiako applying to deliver a financial literacy programme must have:

- a relevant business or financial qualification at level 4 or above.
- Literacy / Numeracy Skills.

Āhuatanga Māori

The following would be advantageous:

- Understanding and use of basic te reo phrases, mihi and greetings (Te Ara Reo Māori level 2 or equivalent qualification).
- Motivation to engage in cultural activities e.g. Karakia, and to develop a sound understanding of Āhuatanga Māori (values, culture and tikanga).
- Can actively apply Te Wānanga o Aotearoa values in the workplace.
- Commitment to understanding Te Tiriti o Waitangi and its relevance to programme delivery at Te Wānanga o Aotearoa.

Membership / Affiliations

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

Core Competencies

- Technical Competencies
 - Moderate to advanced computer skills.
 - Advanced personal financial planning skills.
 - Money Management knowledge and skills
 - Adult facilitation skills.



- Administration skills.
- Position Competencies
 - Decision making.
 - Planning and organising.
 - Self-management and self-organisation.
 - Excellent interpersonal and communication skills (listening, reading, writing, and speaking) that is audience appropriate across a range of environments (e.g. personal, professional and social).
 - Experience in facilitating learning.
 - Innovation/creativity.
 - A medium level of literacy and numeracy teaching skills.
- Personal Qualities
 - Friendly and approachable.
 - Excellent personal presentation.
 - High energy levels.
 - Self-motivated and able to set and meet deadlines.
 - Self-reflective practitioner.
 - Able to identify and take steps to prevent potential situations which could result in unpleasant confrontations.
 - Displays initiative.
 - Learner focused – ability to build rapport, have patience and understanding of learners and ability to motivate and encourage learners to maximise 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 tauira.