

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 <i>Position</i>	Kaiako- Taikākā Tutor- Alternative Education	
Uepū / Wāhanga <i>Department</i>	Tauira Engagement and Experience / Youth Engagement Services	
Takiwā / Rohe <i>District</i>	Te Waenga	
Wāhi Mahi <i>Location</i>	As per letter of offer	
Whakatau ki <i>Reports to</i>	Manager – School Services	
Māka Pūtea <i>Salary Grade</i>	As per Kaiako Practitioner Grading Framework up to PR2.5	
Māngai Pūtea <i>Financial Delegation</i>	N/A	
Wā Roanga <i>Tenure</i>	Permanent	
Ngā Rōpu Whaihua <i>Functional Relationships</i>	<u>Internal</u> <ul style="list-style-type: none"> • TWoA kaimahi 	<u>External</u> <ul style="list-style-type: none"> • Tauira • Whānau of Tauira • Secondary Schools • Social Services Agencies • Health Providers • Youth Service Providers • Government Agencies
Pūtake Tūranga - Role Purpose		
<p>The role aims to support the delivery of Alternative Education to help tauira gain appropriate literacy, numeracy and life skills to enable them to pathway back into secondary school, further education, or employment.</p> <p>This is achieved by teaching generic curriculum in accordance with contractual requirements. Teaching involves, but is not limited to, developing lesson plans, presenting material to tauira, responding to tauira learning needs and evaluating tauira progress.</p>		

Key Performance Indicators	Success Factors
<p>Planning</p> <ul style="list-style-type: none"> - Plan lessons and manage day-to-day delivery of the Alternative Education programme - Identify, develop, or implement intervention strategies, lesson plans and individualised education plans for tauira 	<ul style="list-style-type: none"> - Full preparation for each term is completed with lesson plans that are developed in advance of delivery and prior to term commencement - Individual education plans (called Collaborative Action Plans) are developed in partnership with tauira, whānau and school. - Literacy and numeracy plans are developed and support tauira learning as required
<p>Delivery and Assessment</p> <ul style="list-style-type: none"> - Promote a tauira-centric, collaborative and supportive learning environment - Enhance all tauira learning experiences by delivering curriculum using engaging content, methods, tools, and resources - Identify and modify teaching approaches to address the needs of individuals and groups of tauira to improve learning and behavioural outcomes - Showcase a variety of “life skills” with Tauira to deepen their understanding of everyday practices - Ensure tauira are informed of assessment requirements - Undertake regular formative assessment to ensure unit standard completion and provide reassessment opportunities - Assess tauira progress throughout tutoring sessions - Contribute to programme review, curriculum, resource development moderation and internal audit - Provide transport for tauira to and from the programme within the timeframes of the contract 	<ul style="list-style-type: none"> - Effective management of the learning environment that incorporates successful strategies to engage and motivate tauira are evident - Classes accurately reflect the current curriculum and teaching approaches, resources, technologies and assessment activities are inclusive and effective for diverse tauira - Strategies are developed and implemented that address identified learning and behaviour needs - Lessons demonstrate a variety of approaches to teaching - Tauira understand the requirement of each unit standard - All assessments marked and results returned within appropriate timeframes - Assessment information is analysed to evaluate the effectiveness of the teaching and amended to accommodate individuals in tutoring - Participates in the development and review of programmes as required - Tauira are safely transported to and from the venue of delivery

Tauira enrolment and selection support <ul style="list-style-type: none"> - Work together with schools to accept referrals - Support induction and team building activities 	<ul style="list-style-type: none"> - Programme numbers are met by working with schools to accept referrals - Tauira are informed of programme requirements and feel part of a team
Stakeholder Relationships <ul style="list-style-type: none"> - Facilitate Collaborative Action Plans with tauira, whānau, schools, and relevant support agencies - Establish and maintain meaningful professional relationships with schools, education providers, employers, iwi and hapu - Promote and participate in a cohesive and collaborative culture across education providers and the wider community 	<ul style="list-style-type: none"> - Collaborative Action Plans are completed within 2 weeks of tauira enrolment and shared with the whānau and participating support agencies - Respectful relationships with schools and other stakeholders are established and maintained with behaviours aligned to Mana Whaiaro and Ngā Uara - Cohesive relationships and a collaborative culture between all stakeholders ensure TWoA is seen as a reputable provider of Alternative Education

Reporting <ul style="list-style-type: none"> - Record tauira information in accordance with contractual and programme requirements <p>Maintain tauira assessment results, attendance registers, and progress reports.</p> <p>-</p> <ul style="list-style-type: none"> - Submit Individual Tauira term reports to school - Populate the Six monthly and End of Year contract reports and end of year reports and submit to Manager School Services - Maintain TWoA standards of confidentiality and privacy of stakeholders, kaimahi, tauira and businesses at all times. 	<ul style="list-style-type: none"> - Tauira information is recorded accurately into appropriate databases, is up-to-date and meets required standards and available for audit - All tauira administration is completed and submitted by within required timeframes (e.g attendance is provided to the managing school by 9.30am daily) and in accordance with contractual requirements, the standards and policies of Te Wānanga o Aotearoa (TWoA) Approved term reports are submitted to the school prior to end of term - Six monthly and End of Year reports are completed and submitted to Manager School Services in the Term 2 and Term 4 holidays - TWoA standards of confidentiality and privacy are maintained and legislation complied with at all times
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<p>Kaupapa Matua</p> <p>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;</p> <ul style="list-style-type: none"> - 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. 	<ul style="list-style-type: none"> - 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
<p>Kaimahi Experience</p> <ul style="list-style-type: none"> - 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. 	<ul style="list-style-type: none"> - Kaimahi are listened to and valued when communicated
<p>Health and Safety</p> <ul style="list-style-type: none"> - 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 	<ul style="list-style-type: none"> - 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

Information Management <ul style="list-style-type: none"> - Meets the statutory responsibilities detailed in the Data, Information, and Records Management Tikanga Whakahaere 	<ul style="list-style-type: none"> - Te Wānanga o Aotearoa records are created and maintained in corporate information systems, meeting specified information management standards and legislation
Other Duties <ul style="list-style-type: none"> - Undertake other duties as required by the employer provided the kaimahi has the required skills and qualifications - Undertake professional development as identified - Attend hui kaimahi as requested - 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 pōwhiri, hosting visitors, recruitment drives and supporting other kaimahi in their roles 	<ul style="list-style-type: none"> - Requests by the employer are undertaken - Professional development is undertaken as agreed - Hui are attended as required - 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: <ul style="list-style-type: none">• Diploma Level 5 related to Education, Social Work, Youth Work or related field• Certificate in Adult & Tertiary Teaching Level 5• National Certificate in Adult Literacy and Numeracy Education• Unit Standards 4098, 11281, 18203• Current First Aid Certificate• Must have a full clean NZ Drivers Licence, and P-class licence is preferable• Must have a clean Police Check and Safety Check status Experience: <ul style="list-style-type: none">• 2yrs+ experience teaching youth (12 – 17 year olds) or working in Alternative Education, Social Work or related role• Experience working with Education Act, Policies and Procedures• Proven success with positive outcomes for rangatahi Āhuatanga Māori: <ul style="list-style-type: none">• Engages in cultural activities and has a sound understanding of āhuatanga Māori (values, culture and tikanga)• Able 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• Actively applies Te Wānanga o Aotearoa values in the workplace
<u>Technical Skills</u> Are the specialised skills and abilities required for a particular role	<ul style="list-style-type: none">• Intermediate user knowledge of Microsoft applications (i.e. Outlook, Excel, Word, PowerPoint, Publisher)• Excellent written and oral communication skills• Excellent relationship management skills• Proven ability to analyse, investigate and evaluate data, issues and situations• Proven ability to accurately record and document progress• Sound understanding of risk management processes and procedures• Proven ability to communicate and engage with a wide range of youth and facilitate their achievement

<p><u>Behavioural Skills and Attributes</u></p> <p>Behavioural Competencies are the role specific behaviours and attitudes required by kaimahi (staff) to be successful in their roles</p>	<p>Approachability Makes others feel comfortable, welcomed and at ease should they need support, help or advice. Is perceived as helpful, genuine and amicable.</p> <p>Building Trust Develops, maintains and strengthens partnerships with others inside and/or outside the organisation who can provide information, assistance and support. Identifies and communicates shared interests and goals.</p> <p>Conflict Management Identifies and takes steps to prevent potential situations that could result in unpleasant confrontations. Manages and resolves conflicts and disagreements in a positive and constructive manner to minimize negative impact</p> <p>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.</p> <p>Integrity and Honesty Establishes credibility and trustworthiness through appropriate actions; and is considered consistent; dependable and honest.</p> <p>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.</p> <p>Relationship Management Proactively develops and maintains effective internal and external relationships to facilitate the achievement of work goals.</p> <p>Time Management Uses time effectively and efficiently; concentrates efforts on the most important priorities; and independently handles several tasks at once.</p> <p>Planning Accurately determines the length and difficulty of tasks and projects; sets clear, realistic and measurable goals; sets priorities and time parameters to accomplish tasks and projects, anticipates road blocks and develops contingencies to redirect tasks so momentum is maintained.</p>
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