



# ARO TŪRANGA

## Position Description

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)”.

<b>Tūranga</b> <i>Position</i>	<b>Kaiako (Tutor)</b> Postgraduate Diploma of Bicultural Professional Supervision Level 8	
<b>Wāhanga</b> <i>Department</i>	Ako Excellence	
<b>Takiwā</b> <i>Region</i>	As confirmed in letter of offer	
<b>Wāhi Mahi</b> <i>Location</i>	As confirmed in letter of offer	
<b>Whakatau ki</b> <i>Reports to</i>	Manager - Kaitiakitanga	
<b>Māka Pūtea</b> <i>Salary Grade</i>	PR2-PR3 depending on qualification held	
<b>Māngai Pūtea</b> <i>Financial Delegation</i>	n/a	
<b>Ngā Rōpu Whaihua</b> <i>Functional Relationships</i>	<b><u>Internal</u></b>  Tauira (students) Takiwā kaimahi (staff within a region)	<b><u>External</u></b>  Tauira Whanau (student's families) Potential Tauira Community Iwi Members of the public when recruiting for Tauira

### Putake Turanga - Role Purpose

The role of this kaiako is to teach the Postgraduate Diploma of Bicultural Professional Supervision Level 8. Teaching involves but is not limited to developing lesson plans, presenting material to tauira, responding to tauira learning needs, and evaluating tauira progress. Kaiako delivering this programme are required to engage in Rangahau (Research) to maintain currency of subject knowledge.

<b>Key Performance Indicators</b>	<b>Outcome</b>
<i>Assist with recruitment strategies Tauira engagement checklist to be complete</i>	<i>Potential tauira enquiries are answered within a timely manner. Achievement of class numbers and retention once classes have started</i>
<i>Plan for tutoring sessions according to tauira 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 tauira</i>	<i>Written evidence of intervention strategies and positive feedback from tauira</i>
<i>Develop teaching materials such as handouts and study materials as required to support learning</i>	<i>Evidence of quality handouts and study material</i>
<i>Present plans and conduct discussions to increase tauira knowledge and competence by using relevant visual aids, video tapes, music, tools or other relevant methods that motivate learning</i>	<i>Positive feedback from tauira, retention and graduation rates</i>
<i>Communicate with tauira on their progress, in person, by phone or email. 101 posting results.</i>	<i>Positive feedback from tauira and evidence of communication with tauira</i>
<i>Collaborate with tauira and TWoA administration, or student support team members to determine tauira needs, developing tutoring plans, or assess tauira progress</i>	<i>Positive feedback from tauira, TWoA colleagues and Graduation rates</i>
<i>Plan and supervise Noho, Wananga, Field Trips e.g. Kaihoe Waka, Waka Ama, Sports Programmes</i>	<i>Safe and timely planning of transport, catering of Noho, Wānanga and field trips</i>
<i>Maintain records of tauira assessment results, attendance registers, progress, feedback, end of course graduation rates ensuring confidentiality of all records</i>	<i>All Tauira 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 TWoA and external agencies 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 101 SISS to record results and attendance progressively</i>	<i>Accurate results and attendance is recorded in the 101 SISS system within the specified timeframes and in accordance with policy and procedural guidelines.</i>
<i>Recognise and address circumstances to prevent unhealthy or unsafe situations</i>	<ul style="list-style-type: none"> <li><i>Adherence to all Safety and Wellness policies and Procedures.</i></li> <li><i>Faults are reported immediately to relevant personnel</i></li> </ul>
<i>Other duties as assigned From time-to-time all kaimahi are encouraged to engage in other activities outside their assigned duties, such as setting up and attending powhiri, hosting visitors drives and supporting other kaimahi in their roles.</i>	<i>Positive engagement in activities that contribute to the overall functionality and operation of Te Wānanga o Aotearoa.</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.

## Person Specification:

**Kaiako (Tutor):** Postgraduate Diploma of Bicultural Professional Supervision Level 8

### Qualifications and Experience

#### **Qualifications:**

- Masters degree in Social Work or a related subject
- Assessment standards 4098, 11281, 11551, 11552, 18203
- NZ Certificate in Adult & Tertiary Teaching L5
- Full Driver Licence and Clean Police record

#### **Experience**

*Proven experience in a related role:*

- Supervision of research at the appropriate level
- Facilitation of learning
- Facilitation of personal growth and transformation of practice
- Teaching adults.
- Professional industry experience in Professional Supervision

*Whilst teaching experience is highly valued at TWoA, newly qualified Kaiako / Tutors with the relevant qualifications but with no or limited previous teaching experience will also be considered for employment.*

#### **Āhukatanga Māori:**

- Ability to demonstrate knowledge and appreciation of Te Reo and Tikanga Māori within a bicultural framework
- Have a good understanding of Āhukatanga Māori (Māori values, culture, and tikanga (protocols and practices).)

#### **Memberships:**

- Professional Membership or Registration with the appropriate context (Social Science or Education) is required

### Technical Skills :

- Microsoft Office - Computer skills
- Multi-media skills (including operating and troubleshooting laptops, projectors, digital video camera and digital audio recorders)
- Teaching and Instruction for individuals and groups
- Measurement of training effects
- Excellent verbal communication skills including the ability to liaise with a diverse group of people
- Communication (Effective writing): communicating effectively in writing as appropriate for the needs of the taurira
- Monitoring and assessing performance to make improvements or take corrective action

### Knowledge & Ability

#### **Biculturalism in Practice:**

- in Aotearoa/NZ society
- in professional supervision
- Māori and non-Māori bodies of knowledge
- Principle practice
- Bicultural models of practice
- Transformative Praxis
- Ability to develop and dispense Māori bodies of knowledge, contextualised to professional supervision.
- Bicultural frameworks: knowledge of bicultural frameworks and ability to plan and deliver them
- Knowledge of principles and methods for curriculum and training design in the relevant subject area

### Competencies

- Decision making
- Planning and organising
- Self-management and self-organisation
- Team work
- Leadership
- Innovation/creativity
- A high level of literacy and numeracy skills



Te Wānanga o Aotearoa

Te Wānanga o Aotearoa is one of New Zealand's largest tertiary education providers. We offer a comprehensive range of certificate to degree level qualifications to New Zealanders of all ages and walks of life.

Operating from over 80 locations throughout the country, we provide a unique learning environment. We aim to overcome barriers to learning, and to meet the needs of all within the communities we serve.

Guided by Māori principles and values, we take great pride in this nurturing and inclusive learning environment, as well as the depth and diversity of our courses in small business, computing, social work, teaching, Māori performing arts and te reo Māori.

Te Wānanga o Aotearoa has provided a fresh and vibrant alternative within the New Zealand tertiary education sector for 30 years, enhancing the skills and employment opportunities of more than 50,000 graduates.

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#### **Ko te Uaratanga – Our Mission**

Tauira success

Everything we do focusses on contributing to greater success for our tauira.

#### **Ko te Whakakitenga – Our Vision:**

Whānau transformation through education

We aspire to the collective success of our tauira, their whānau and communities

#### **Ko Ngā Uara – Our 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 tauira. Tauira success is what underpins our success as an organisation. Te Wānanga o Aotearoa defines its values as follows:

<b>Te Aroha:</b>	Having regard for one another and those for whom we are responsible and to whom we are accountable.
<b>Te Whakapono:</b>	The basis of our beliefs and the confidence that what we are doing is right.
<b>Ngā Ture:</b>	The knowledge that our actions are morally and ethically right and that we are acting in an honourable manner.
<b>Kotahitanga:</b>	Unity amongst iwi and other ethnicities; standing as one

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