



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)”.

Tūranga <i>Position</i>	Disability Support Worker	
Wāhanga <i>Department</i>	Taura Engagement and Experience / Ngā Amotiatia (Takiwā Taura Administration and Services)	
Rohe <i>Region</i>	As per letter of offer	
Wāhi Mahi <i>Location</i>	As per letter of offer	
Whakatau ki <i>Reports to</i>	Kaiwhakahaere Toko Taura Manager Taura Services	
Māka Pūtea <i>Salary Grade</i>	DSW set grade: As per offer letter	
Māngai Pūtea <i>Financial Delegation</i>	n/a	
Wā Roanga <i>Tenure</i>	As per letter of offer	
Ngā Rōpu Whaihua <i>Functional Relationships</i>	<u>Internal</u>	<u>External</u>
	Taura (Student/s) Kaiako Kaiako Matua Student Support Team Lead	Suppliers / contractors if needed

Pūtake Tūranga - Role Purpose

To provide specific learning related support services (according to the need) to taura 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>Positive engagement in activities that contribute to the overall functionality and operation of Te Wānanga o Aotearoa.</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
<p>Qualifications:</p> <ul style="list-style-type: none"> 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 <p>Experience:</p> <ul style="list-style-type: none"> Teacher aid experience is preferred Experience in a pastoral role, coaching, mentoring, supporting or teaching is an advantage but not essential. <p>Āhuatanga Māori:</p> <ul style="list-style-type: none"> 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
<ul style="list-style-type: none"> 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