

A wānanga as provided under section 398D of the Education and Training Act 2020, is an institution that: “Māori, 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 contributes to the setting of international indigenous standards of teaching and intellectual endeavour”.

<b>Tūranga / Position:</b>	Kaiako – Te Tohu Taonga Puoro (Kaupae 4) New Zealand Certificate in Taonga Puoro (Level 4)	
<b>Uepū / Wāhanga / Department:</b>	Ako Excellence – Takiwā Delivery	
<b>Takiwā / Rohe / District:</b>	As per Letter of offer	
<b>Wāhi Mahi / Location:</b>	As per Letter of Offer	
<b>Reports to:</b>	Takiwā Ako Manager	
<b>Māka Pūtea / Salary Grade:</b>	PR1 to PR4 (As per Kaiako Practitioner Grading)	
<b>Wā Roanga / Tenure:</b>	As per Letter of Offer	
<b>Key Relationships:</b>	<b>Internal:</b>	<ul style="list-style-type: none"> <li>• Taura (students)</li> <li>• Takiwā kaimahi (staff within a region)</li> <li>• All Te Wānanga o Aotearoa (TWOA) kaimahi</li> </ul>
	<b>External:</b>	<ul style="list-style-type: none"> <li>• External Stakeholders (Contractors and Suppliers)</li> <li>• Taura whānau, potential taura</li> <li>• Community, Iwi, hapū and whānau</li> <li>• Relevant external agencies and providers (TEC, MoE, NZQA)</li> </ul>

#### Pūtake Tūranga / Role Purpose

The primary purpose of the Kaiako position is to teach Te Tohu Taonga Puoro (Kaupae 4) New Zealand Certificate in Taonga Puoro (Level 4).

Teaching involves but is not limited to developing lesson plans, presenting material to taura, responding to taura learning needs, evaluating taura progress and enabling taura achievement.

Kaiako are required to be appropriately skilled and qualified to teach at TWOA. This entails a combination of being skilled in TWOA Indigenous teaching practices and holding appropriate tertiary credentials to meet delivery and sector requirements.

Key Responsibilities	Deliverables / Accountabilities
<b>Role Specific Requirements</b>	<ul style="list-style-type: none"> <li>- Achieve taura class numbers per enrolment plan with an expectation to meet educational outcomes.</li> <li>- Plan and deliver programmes with effective taura induction, quality resources, timely planning, appropriate supervision, documented interventions, and collaboration with SMEs and community to develop culturally safe, tikanga-aligned curriculum.</li> <li>- Deliver engaging, culturally responsive learning aligned with marau, using diverse modalities, maintaining effective routines, supporting taura progress, and meeting retention and completion targets.</li> <li>- Maintain accurate records and administration, ensure timely reporting and moderation compliance, protect taura information, and keep taura informed of progress in line with TWoA and NZQA requirements.</li> </ul>
<b>Planning</b>	<ul style="list-style-type: none"> <li>- Undertake taura induction to TWoA.</li> <li>- Plan learning sessions according to taura needs and goals, and programme delivery schedule.</li> <li>- Develop teaching materials as required to support learning.</li> <li>- Plan and supervise taura activities.</li> <li>- Carry out regular formative assessment to ensure individual taura needs are being met.</li> <li>- Identify, develop, and implement intervention strategies (e.g. 101 Retention Plan) or individualised education plans for taura, in collaboration with taura support.</li> <li>- Collaborate with Subject Matter Experts and community stakeholders to ensure lesson plans and content reflect tikanga-aligned, culturally safe, and contextually relevant practices.</li> </ul>
<b>Delivery</b>	<ul style="list-style-type: none"> <li>- Promote a collaborative, inclusive and supportive learning environment based on Whanaungatanga (respectful relationships with connections), Ako (reciprocal living, learning and teaching), Aro (reflective practices) and Te Hiringa (energy that promotes inspiration and motivation).</li> <li>- Deliver learning through a range of culturally appropriate modalities, including but not limited to. Noho marae, wānanga, and te taiao-based learning, ensuring alignment</li> </ul>

Key Responsibilities	Deliverables / Accountabilities
	<p>with taura preferences and the kaupapa of Taonga Puoro.</p> <ul style="list-style-type: none"> <li>- Deliver curriculum and follow marau (course guidelines) to enhance (teaching space) and the experience of taura learning at TWoA.</li> <li>- Deliver lesson plans and conduct discussions to increase taura knowledge and competence by using relevant methods to motivate learning.</li> <li>- Communicate with taura on their progress.</li> <li>- Accommodate a range of learning abilities and modify teaching approaches to support taura achievements.</li> </ul>
<p><b>Monitoring, Assessment, Reporting.</b></p>	<ul style="list-style-type: none"> <li>- Use of 101 SISS (Student management system) to progressively record taura results and attendance.</li> <li>- Assess and inform taura of their attendance, assessment requirements and progress.</li> <li>- Understand and engage with the moderation standards, requirements and process.</li> <li>- Mark all assessments, retain assessments as required, and submit samples per the moderation schedule according to TWoA and NZQA requirements and timeframes.</li> <li>- Create and maintain records for activities conducted on behalf of TWoA, including taura assessment results, attendance registers, academic progress, and feedback, ensuring confidentiality of all records.</li> <li>- Collaborate with taura and TWoA administration, or student support team members, to determine taura needs, develop tutoring plans, assess taura progress, and follow up on attendance that is recorded in the Retention Plan.</li> </ul>
<p><b>Driving for Business Performance:</b></p> <p>Role content specific to the relevant subject matter expertise or specialism of this role.</p> <p>Responsibility for specific KPIs or performance and or reporting metrics.</p>	<ul style="list-style-type: none"> <li>- Accountable for task completion and quality.</li> <li>- Sets clear direction for self.</li> <li>- Seeks own development and takes accountability.</li> <li>- Provides feedback and builds trust.</li> <li>- Contributes to team capability and cohesion.</li> </ul>
<p><b>Financial Responsibility</b></p>	<ul style="list-style-type: none"> <li>- Uses resources responsibly.</li> </ul>

Key Responsibilities	Deliverables / Accountabilities
	<ul style="list-style-type: none"> <li>- Understands cost implications.</li> </ul>
<p><b>Problem Solving Requirements including but not limited to:</b></p> <p>Decision-Making Authority &amp; Delegations</p> <p>Level of autonomy in strategic, operational, or tactical decisions.</p> <p>Impact of decisions across the organisation or sector.</p>	<ul style="list-style-type: none"> <li>- Makes task decisions within role scope.</li> <li>- Escalates complex, strategic or people-related issues.</li> <li>- Follows established processes</li> </ul>
<p><b>Kaupapa Matua</b></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 will follow and work by these guiding principles.</p>	<ul style="list-style-type: none"> <li>- Able to articulate the history, evolution and unique context of Te Wānanga o Aotearoa.</li> <li>- Actions are aligned with Te Wānanga o Aotearoa leaders.</li> <li>- Ngā Uara are applied in a manner that protects the mana of Te Wānanga o Aotearoa, leadership peers and kaimahi</li> </ul>
<p><b>Communications and Relationship Management</b></p> <p>Effectively builds and maintains relationships that uphold the reputation and mana of Te Wānanga o Aotearoa</p>	<ul style="list-style-type: none"> <li>- Communication style and frequency supports internal and external contact with stakeholders.</li> </ul>
<p><b>Information Management</b></p> <p>Te Wānanga o Aotearoa records are created and maintained in corporate information systems, meeting specified information management standards and legislation.</p>	<ul style="list-style-type: none"> <li>- Meet the statutory responsibilities detailed in the Data, Information, and Records Management Tikanga Whakahaere.</li> <li>- Create and manage records of TWoA activities in accordance with TWoA privacy, data, information, and records management policies and procedures.</li> </ul>
<p><b>Health and Safety</b></p> <p>Uphold and comply with the Health and Safety at Work Act 2015.</p> <p>Demonstrate a commitment to Te Wānanga o Aotearoa health and safety policies and procedures and take reasonable care to look after your own health and safety at work,</p>	<ul style="list-style-type: none"> <li>- Report potential risks, incidents and near misses so the organisation can investigate, and eliminate or minimise harm or risk of harm, in accordance with TWoA Health and Safety policies and procedures.</li> <li>- Promotes personal and team wellbeing.</li> <li>- Recognises and actively manages stress.</li> </ul>

Key Responsibilities	Deliverables / Accountabilities
your fitness for work, and the health and safety and well-being of others.	
<b>Other Duties</b>	<ul style="list-style-type: none"> <li>- Undertake other duties as required by the employer provided the kaimahi has the required skills and qualifications.</li> </ul>
<p>The kaimahi shall be required to exercise all their skills and knowledge to achieve the position objectives and follow any current or future procedures and policies related to achieving them.</p> <p>The responsibilities and expectations outlined in this position description may alter as business needs change. In addition, specific objectives and outcomes will be agreed upon with the upline manager on an annual basis.</p>	

### Person specification

<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>- Diploma in mātauranga Māori in relation to Taonga Puoro, or similar</li> <li>- New Zealand Certificate in Adult and Tertiary Teaching (Level 5).</li> <li>- Unit Standard 4098.</li> <li>- Full and current NZ Driver's Licence.</li> </ul>
<b>Essential Experience and Skills:</b>	<ul style="list-style-type: none"> <li>- Minimum 5 years' experience practising/facilitating Taonga Puoro or relevant work related to the practice of Taonga Puoro.</li> <li>- Teaching and instruction for individuals and groups.</li> <li>- Taurira-focused achiever with sound planning and organisational skills, and good attention to detail.</li> <li>- Effective speaking and writing – talking to others to convey information effectively and communicating effectively in writing as appropriate for each audience.</li> <li>- Demonstrated digital literacy skills, e.g. MS Word, Excel, PowerPoint, email.</li> <li>- Monitoring and assessing performance to make improvements or take corrective action.</li> <li>- Strong motivational and empowerment skills.</li> </ul> <p><i>Whilst teaching experience is highly valued, newly qualified kaiako with relevant qualifications but with no or limited previous teaching experience will also be considered.</i></p>
<b>Āhukatanga Māori</b>	<ul style="list-style-type: none"> <li>- Demonstrated commitment to participating fully in cultural activities (e.g., pōwhiri / karakia /Te Whāriki) and exemplify Māori values.</li> <li>- Prepared to increase knowledge, understanding and everyday use of te reo and āhukatanga Māori and support other kaimahi in the same endeavour.</li> <li>- Te Kaupapa Mātua is understood and applied to mahi and</li> </ul>

	relationships.
<b>Essential Attributes:</b>	<p><b>Critical Thinking and Strategic/Planning Contribution</b></p> <ul style="list-style-type: none"> <li>- Understands organisation’s purpose.</li> <li>- Can articulate how their role contributes to organisational goals.</li> <li>- Contributes ideas. Understands how tasks relate to wider goals.</li> </ul> <p><b>Communication, motivational and empowerment skills</b></p> <ul style="list-style-type: none"> <li>- Uses storytelling to influence behaviour and inspire teams to achieve goals and link to organisation purpose.</li> <li>- Shows awareness of own strengths, behaviours, and impact on others.</li> </ul> <p><b>Composure and Focus Under Pressure</b></p> <ul style="list-style-type: none"> <li>- Remains calm in high-pressure situations.</li> <li>- Maintains focus and productivity when facing tight deadlines or challenges.</li> </ul> <p><b>Initiative and Solution Focus</b></p> <ul style="list-style-type: none"> <li>- Focuses on practical solutions and constructive outcomes.</li> <li>- Manages multiple projects or priorities simultaneously.</li> </ul> <p><b>Digital &amp; Technology Fluency, Adoption &amp; Modernisation</b></p> <ul style="list-style-type: none"> <li>- Uses basic digital tools.</li> </ul> <p><b>Data-Informed Decision-Making</b></p> <ul style="list-style-type: none"> <li>- Understands simple data.</li> </ul> <p><b>Innovation &amp; Continuous Improvement</b></p> <ul style="list-style-type: none"> <li>- Suggests improvements.</li> <li>- Adapts practices.</li> <li>- Demonstrates a commitment to ongoing learning and improvement.</li> </ul> <p><b>Time Management and Organisation</b></p> <ul style="list-style-type: none"> <li>- Manages time effectively to meet deadlines.</li> <li>- Prioritises tasks and responsibilities to ensure efficient workflow.</li> </ul>