

POSITION DESCRIPTION

ARO TŪRANGA

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 Position	Kaiako – Manahautū (Police Focus)	
Uepū / Wāhanga Department	Umanga, Akoranga Professional Skills & Trades, Educational Delivery Services	
Takiwā / Rohe District	As confirmed in the letter of offer	
Wāhi Mahi Location	As confirmed in the letter of offer	
Whakatau ki Reports to	Takiwā Ako Manager	
Māka Pūtea Salary Grade	T4A	
Māngai Pūtea Financial Delegation	N/A	
Wā Roanga Tenure	As confirmed in the letter of offer	
Ngā Rōpu Whaihua Functional Relationships	<u>Internal</u> <ul style="list-style-type: none"> ▪ Taura ▪ MED ▪ Takiwā kaimahi ▪ Kaiārahi – Programme Manager 	<u>External</u> <ul style="list-style-type: none"> ▪ Taura whānau ▪ Providers of youth services ▪ Potential taura ▪ Community ▪ Other tertiary providers

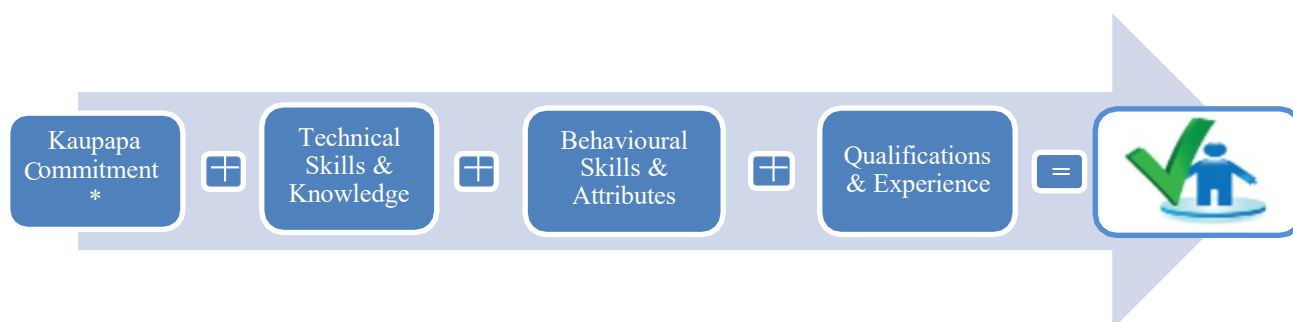
Pūtake Tūranga - Role Purpose

The role of a Kaiako / Tutor is to teach taura (students) in a wide variety of educational and vocational subjects. Teaching involves but is not limited to developing lesson plans, presenting material to taura, responding to taura learning needs, and evaluating taura progress.

Key Performance Indicators	Success Factors
Recruit for tauira in order to achieve tauira class numbers. Tauira engagement checklist must be completed.	Achievement of class numbers and retention once classes have started.
Plan delivery of assessments using the template provided in the curriculum (marau), including a weekly structure of how learning and engagement will occur with tauira.	Planning is completed in a professional timely manner.
Assess tauira through the following delivery modes: <ul style="list-style-type: none"> ▪ Kōrero Ngātahi (Group discussions) ▪ Ara Poutama (Classroom learning) ▪ Rōpū Tautoko (Group work Tutorial) ▪ Wānanga (Workshops) as required ▪ Noho (Overnight stay) as required Develop teaching materials as required to support learning.	Positive educational experience is reflected in academic success (retention and graduation rates) of the tauira.
Plan and supervise Noho, Wānanga, Field Trips.	Correct and appropriate forms are completed in a timely manner and reflect safe practices that adhere to Te Wānanga o Aotearoa policy.
Tauira identified as requiring further support (academically or socially) must have an Individual Education Plan (IEP) provided in the marau. The IEP must be endorsed from the MED, and supporting staff identified.	Evidence of intervention strategies and a positive educational experience is reflected in the Individual Education Plan.
Communicate with tauira on their progress (conversation, phone, email etc.), and use 101 SiSS to record results and attendance progressively.	Accurate results and attendance is recorded in the 101 SiSS system within the specified timeframes and in accordance with policy and procedural guidelines.
Maintain records of tauira; assessment results, attendance registers, progress, feedback, and end of course graduation rates, ensuring confidentiality of all records.	All tauira administration is completed in accordance with the standards set by Te Wānanga o Aotearoa and submitted by due dates.
Compliance and observance of Te Wānanga o Aotearoa and external agencies policies and academic / enrolment regulations.	Enrolment and academic requirements are met in the specified time frames and as outlined in the applicable policies.
Recognise and address circumstances to prevent unhealthy or unsafe situations. Perform any manual duties in a safe and responsible manner	Adherence to all safety and wellness policies and procedures. Where found, faults are reported immediately to relevant personnel. Te Wānanga o Aotearoa has a zero harm while carrying out duties
Other Duties <ul style="list-style-type: none"> ▪ Undertake any additional duties as required by management ▪ 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 	<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 manager of the kaimahi on an annual basis at performance review.



<p>Qualifications and Experience</p>	<p>Qualifications:</p> <ul style="list-style-type: none"> Minimum Level 5 Diploma in related programme field Adult Tertiary Teaching Level 5 or equivalent Adult Literacy and Numeracy Education Level 5 or equivalent <p>Experience:</p> <ul style="list-style-type: none"> Previous employment within the NZ Police (Preferred) Experience in foundation education Newly qualified kaiako/teachers with relevant qualifications and no or limited teaching experience will also be considered for employment <p>Āhuatanga Māori:</p> <ul style="list-style-type: none"> Acknowledge people in te reo Māori and pronounce Māori words correctly Will partake in cultural activities as part of core-business Motivated to develop understandings of a te ao Māori learning environment 	
<p>Technical Skills Are the specialised skills and abilities required for a particular role</p>	<ul style="list-style-type: none"> Knowledge of principles and methods for curriculum in the relevant subject area Teaching and instruction for individuals and groups Measurement of training effects Effective speaking – talking to others to convey information effectively Effective writing – communicating effectively in writing as appropriate for the needs of the taura administrative and computing skills Monitoring and assessing performance to make improvements or take corrective action 	
<p>Knowledge & Ability Are the role specific abilities and knowledge required for this position.</p>	<p>Current experience (within the past 2 years) and/or knowledge of the industry content that features in the marau.</p>	
<p>Behavioural Skills and Attributes Behavioural Competencies are the role specific behaviours and attitudes required by kaimahi (staff) to be successful in their roles</p>	<p><u>Creating & Maintaining Quality Spaces</u></p> <p>Approachability: Demonstrated genuine interest and empathy when dealing with others.</p> <p>Listening Skills: Demonstrates active listening skills.</p>	<p><u>Leadership & Responsible Stewardship</u></p> <p>Time Management: Demonstrates effective and efficient time management.</p> <p>Planning & Organizing: Demonstrates the ability to meet objectives.</p> <p>Conflict Management: Takes appropriate steps to prevent potential confrontational situations.</p>

* Kaupapa Commitment is the recognition and acknowledgement of TWoA's Vision, Mission, Philosophy and Values (refer final page of this document) and the commitment to uphold, maintain and strengthen these through our actions and contributions

	<p><u>Reciprocal Responsibilities</u></p> <p>Creativity: Generates many new and unique ideas and ways to implement these ideas successfully.</p> <p>Initiative: Is proactive at improving current systems and processes.</p>	<p><u>Holistic Wellbeing</u></p> <p>Motivating Others: Creates an environment in which taurira want to do their best and can identify taurira strengths and use them to promote confidence and positive optimistic attitudes.</p>
--	--	--