

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 Position	Kaiako Matua	
Uepū / Wāhanga Department	Ako / DynaSpeak	
Takiwā / Rohe District	Auckland	
Wāhi Mahi Location	DynaSpeak	
Whakatau ki Reports to	Manager – Programme Delivery	
Māka Pūtea Salary Grade	LE 7	
Māngai Pūtea Financial Delegation	TBC	
Wā Roanga Tenure	As per Letter of Offer	
Ngā Rōpū Whaihua Functional Relationships	<u>Internal</u> <ul style="list-style-type: none"> • Kaimahi within Ako • Takiwā Management and Kaimahi • Tauria 	<u>External</u> <ul style="list-style-type: none"> • Whānau and Supporters • Iwi / Hapū • Pasifika Elders • Community • Ara Poutama Aotearoa/ Department of Corrections staff

Pūtake Tūranga - Role Purpose

Serves as a key leader, providing direction and support for a team of Kaiako and a campus/site administrator. Its focus is on ensuring the continued high quality of the DynaSpeak NZCEL programmes, inspiring and supporting Kaiako to deliver exceptional educational experiences, fostering a positive learning environment for tauria success, and contributing to DynaSpeak/ Te Wananga o Aotearoa’s reputation through engaging and effective teaching. This leadership role also involves collaboration with the Manager Programme Delivery and Manager -Education Support to ensure alignment with the broader educational goals and may include teaching NZCEL programmes modules when required.

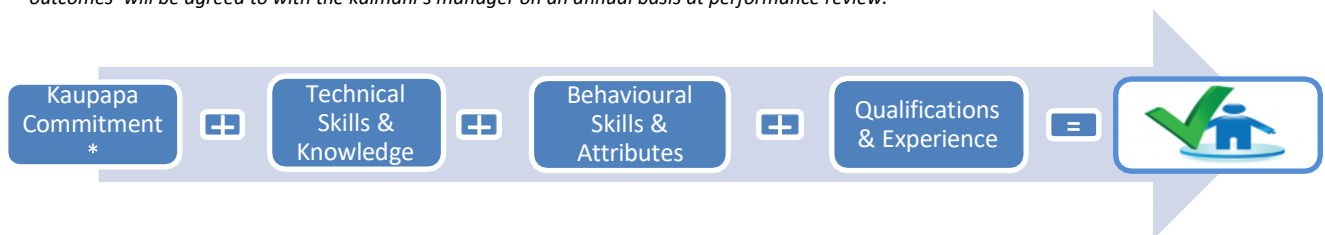
Key Performance Indicators	Success Factors
<p>People Leadership</p> <ul style="list-style-type: none"> • Conduct regular team meetings to discuss workload, progress, and address any concerns. • Provide clear performance expectations and feedback to team members (Kaiako and campus/site administrator). • Support and mentor teachers in their professional development. • Collaborate with Kaiako to develop and implement effective teaching strategies. 	<ul style="list-style-type: none"> • Kaiako and Kaimahi report feeling supported and valued in their roles (through surveys or feedback sessions). • All Kaimahi participate in professional development activities as planned. • Kaiako demonstrate improved teaching skills and effectiveness over time (based on observations or student feedback). • Low Kaiako turnover rate
<p>Quality Programme Management</p> <ul style="list-style-type: none"> • Participate in curriculum development workshops and training as required. • Assist with program reviews and implementation of identified improvements. • Monitor student progress and identify any at-risk taura early on. • Liaise with Manager-Programme Delivery on program-related issues and ensure alignment with broader educational goals. 	<ul style="list-style-type: none"> • Kaiako Matua actively contributes to curriculum development initiatives. • Programme improvements identified during reviews are implemented effectively. • Early intervention strategies help at-risk taura stay on track. • Strong and collaborative relationship established with Manager- Programme Delivery.
<p>Quality Programme Delivery</p> <ul style="list-style-type: none"> • Ensure all lessons are delivered according to the program plan and meet NZQA requirements. • Assist and support implementation effective teaching methods that engage students and promote learning. • Maintain accurate and up-to-date taura records. • Ensure assessments are conducted as per programme requirements and ensure timely marking and feedback. • Contribute to a positive and supportive learning environment for students. • Teach assigned modules when required, demonstrating expertise in the subject matter and effective teaching methods. 	<ul style="list-style-type: none"> • Lesson observations demonstrate effective teaching practices and adherence to program plans. • Student engagement and satisfaction with the program are high (based on surveys or feedback sessions). • Accurate and complete taura records are maintained. • Ensure assessments are administered, marked, and returned to students within designated timeframes. • Positive learning environment fosters taura success, as evidenced by good attendance, participation, and achievement. • When covering teaching duties, the Kaiako Matua demonstrates strong subject matter knowledge, effective teaching skills, and receives positive feedback from students.
<p>Rangahau (Research) and Ako (Learning) Practices</p> <ul style="list-style-type: none"> • Participate in relevant professional development activities related to teaching and learning methodologies. • Stay up to date with current research and best practices in the field. • Share knowledge and learnings with colleagues through team meetings or presentations. • Contribute to the development of a culture of 	<ul style="list-style-type: none"> • Kaiako Matua actively seeks out and participates in professional development opportunities. • Evidence of applying new knowledge and skills gained from professional development in teaching practice.

<p>continuous learning within the team.</p>	<ul style="list-style-type: none"> • Kaiako Matua shares learnings effectively with colleagues, fostering a collaborative learning environment. • Team members demonstrate a commitment to continuous learning and improvement.
<p>Staffing at Campus</p> <ul style="list-style-type: none"> • Collaborate with Manager - Programme Delivery and HR to ensure sufficient staffing levels and appropriate skill requirements are maintained at the campus. • Assist with the recruitment process for new teaching staff at the campus as needed. 	<ul style="list-style-type: none"> • Appropriate staffing levels are maintained at all times
<p>Facility and Resource Management</p> <ul style="list-style-type: none"> • Ensure effective operational management of the site. • All repairs and maintenance reports are completed in a timely manner. • Any damage to facilities or requirement for resources is notified to the Operations Manager immediately. 	<ul style="list-style-type: none"> • Facilities and resources are maintained and repaired or replaced as required. • Effective communication with Operations Manager is maintained.
<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 o 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>Information Management</p> <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

<p>Health and Safety</p> <ul style="list-style-type: none"> • Comply with all health, safety and wellness policy and procedures • Identify and report potential hazards in the teaching environment. • Promote a culture of safety awareness within the team. • Participate in health and safety training as required. 	<ul style="list-style-type: none"> • Kaiako Matua demonstrates a proactive approach to identifying and addressing safety concerns. • Kaimahi are aware of safety procedures and take responsibility for their own safety and the safety of others. • Kaiako Matua actively participates in health and safety training
<p>Other Duties</p> <ul style="list-style-type: none"> • Take an active role in the DynaSpeak community Engagement Group and develop further relationships with relevant community organisation. Report back to DynaSpeak Management as required. • Work within budget allocations and adhere to all financial procedures. • Undertake other duties as required by the employer provided the kaimahi has the required skills and qualifications • Undertake professional development as identified • Attend hui and events as required • 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 	<ul style="list-style-type: none"> • Relationships with community groups are developed and maintained • Financial procedures are followed • 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.



<p><u>Qualifications and Experience</u></p>	<p>Qualifications:</p> <ul style="list-style-type: none"> • A relevant bachelor's degree (e.g., English language, Business studies). • A recognized teaching qualification (e.g., Diploma in Teaching (Secondary), TESOL). • A qualification in adult education may be desirable. <p>Experience:</p> <ul style="list-style-type: none"> • Minimum of 2-3 years of successful teaching experience in the relevant NZCEL program area, preferably at the tertiary level. • Experience with curriculum development and implementation. • Experience with a variety of teaching methodologies and a demonstrated ability to engage adult learners. • Minimum of 2-3 years of experience in a leadership role within a school or educational setting (desirable). • Experience using online learning management systems (e.g., iAkoranga) is a plus. • Experience working with a diverse student population is beneficial. <p>Āhuatanga Māori:</p> <ul style="list-style-type: none"> • Joins in some cultural activities (e.g. powhiri/karakia) and is motivated to understand Āhutanga Māori (e.g Te Whāriki) • Willingness to learn and gain understanding of Te Wānanga o Aotearoa values • Willingness to greet and acknowledge people in Te Reo Māori and pronounce some Māori words correctly.
<p><u>Technical Skills</u></p> <p>Are the specialised skills and abilities required for a particular role</p>	<ul style="list-style-type: none"> • Excellent relationship management skills • Excellent planning and facilitation skills • Effective Speaking skills – talking to others to convey information effectively • Effective Writing skills – communicating effectively in writing as appropriate for the needs of the taura • Knowledge of the principles and methods for curriculum and training design in the relevant subject area • Proven ability in the teaching and instruction of individuals and groups • Ability to adjust to appropriate communication styles as needed • Ability to modify approach and behaviour in respect to the cultural and/or religious values of the taura • Sound understanding of the measurement of training effects • Sound administrative and computing skills • Intermediate user knowledge of Microsoft suite of applications (ie. Outlook, Excel, Word, Power Point) • Proven ability in monitoring and assessing performance to make improvements or take corrective action • Proven ability to record results and produce reports as required • Accurate data entry