

# 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> Position	<b>Kaiako</b> (Tutor) <i>He Waka Hiringa (Master of Applied Indigenous Knowledge)</i>	
<b>Wāhanga</b> Department	Delivery	
<b>Takiwā</b> Region	As confirmed in letter of offer	
<b>Wāhi Mahi</b> Location	As confirmed in letter of offer	
<b>Whakatau ki</b> Reports to	Manager - Reo Kairangi/ He Waka Hiringa	
<b>Māka Pūtea</b> Salary Grade	PR3/PR4 depending on relevant qualifications and experience	
<b>Māngai Pūtea</b> Financial Delegation	n/a	
<b>Ngā Rōpu Whaihua</b> Functional Relationships	<b><u>Internal</u></b> Taura (students) Takiwā kaimahi (staff within a region) Te Puna Mātauranga	<b><u>External</u></b> Taura Whānau (students' families) Potential Taura Community Iwi Members of the public when recruiting for taura Tuākana (Supervisors)

### **Pūtake Tūranga - Role Purpose**

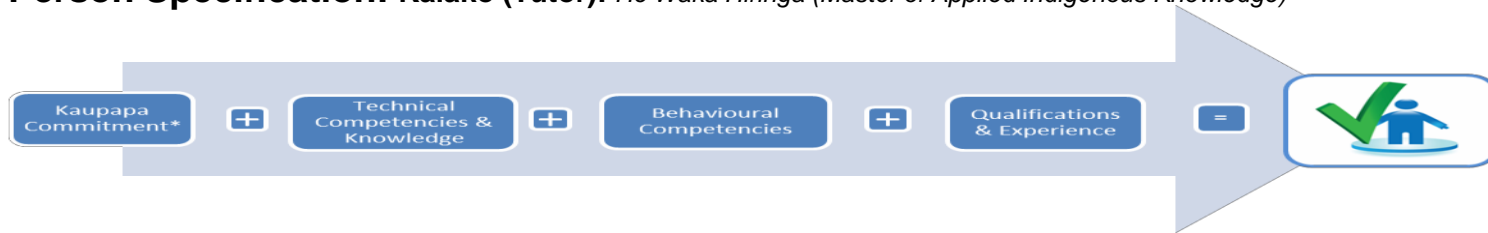
The role of a kaiako is to teach taura in a wide variety of educational and vocational subjects. Teaching involves but is not limited to developing lesson plans, presenting material to taura, responding to taura learning needs and evaluating taura progress. Rangahau (research) is a requirement for kaiako delivering degree programmes

<b>Key Performance Indicators</b>	<b>Success Factors</b>
Recruit for taura in order to achieve taura class numbers. Taura engagement checklist must be complete	<i>Achievement of class numbers and retention once classes have started</i>
Plan for tutoring sessions that meet the outcomes of the marau and according to taura needs and goals	<i>Plans are completed in a professional and timely manner</i>
Identify, develop and implement intervention strategies, lesson plans or individualised education plans for taura	<i>Written evidence of intervention strategies and positive feedback from taura Achievement of retention, achievement and graduation targets</i>
Develop teaching materials such as handouts and study materials as required to support learning	<i>Evidence of quality handouts and study material</i>
Implement quality Ako Wānanga practices, including present plans and conduct discussions to increase taura knowledge and competence by using relevant visual aids, video tapes, music, tools or other relevant methods that motivate learning	<i>Positive feedback from taura and achievement of retention, achievement and graduation targets</i>
Communicate with taura on their progress in person, by phone or email the 101 posting results, or meets the needs of taura.	<i>Positive feedback from taura and evidence of communication with taura</i>
Collaborate with taura and TWoA administration or student support team members to determine taura needs, developing tutoring plans or assess taura progress	<i>Positive feedback from taura, TWoA colleagues and graduation rates</i>
Assess taura progress throughout tutoring sessions <ul style="list-style-type: none"> <li>Facilitate the engagement of taura with appropriate support services to study skills and note taking skills</li> <li>Provide individual instructions to individuals or small groups of taura to improve academic performance</li> </ul>	<i>Positive feedback from taura and support services Proof of academic success in terms of retention and graduation rates</i>
Plan and supervise Noho, Wānanga and Field Trips	<i>Safe and timely planning of transport, catering of Noho, Wānanga and field trips Timely noho proposals and event planning</i>
Maintain records of taura assessment results, attendance registers, progress, feedback and end of course graduation rates ensuring confidentiality of all records	<i>All taura administration is completed in accordance with the standards set by Te Wānanga o Aotearoa (TWoA), and submitted by due dates</i>
Compliance and observance of TWoA and external agencies policies and academic / enrolment regulations	<i>Enrolment and academic requirements are met within the specified time frames and as outlined in the applicable policies</i>
Use of 101 SISS to record results and attendance progressively	<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>
Work with Tuākana (Supervisors), hoa haere, other He Waka Hiringa kaiako, the programme's Kaiārahi and the He Waka Hiringa Programme Co-ordinator to ensure smooth delivery of the programme	<i>Positive feedback from stakeholders Assist where-ever possible to ensure the He Waka Hiringa noho and events run smoothly and efficiently with no negative feedback.</i>
Engage in rangahau activities	<i>Agreed rangahau outputs including – may include but not limited to publications, conference attendance, evidence of rangahau</i>
Support taura in rangahau and ethical activities	<i>Supply reports and taura proposals to Ngā Pou Tiri Ao</i>
Ensure appropriate supervisors are recruited and matched with the respective taura	<i>Supervisors and taura are well matched in order for the taura to successfully complete the 'kaupapa and Taikākā' components of the programme.</i>
Other duties as assigned	<i>Displaying a can-do attitude as and when required to do other duties outside the normal scope of the role</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 at least an annual basis at performance review.*

## Person Specification: Kaiako (Tutor): He Waka Hiringa (Master of Applied Indigenous Knowledge)



### Minimum Qualifications and Experience

<b>Qualifications:</b>
<ul style="list-style-type: none"> <li>• <i>PhD in indigenous knowledge or related subject; Assessment standards 4098/11281/18203 or NOA1 L5 qualification in Adult Teaching and a Full clean Driver's Licence</i></li> </ul>
<b>Experience:</b>
<ul style="list-style-type: none"> <li>• <i>Proven experience in a related role</i></li> <li>• <i>Ten years applied indigenous knowledge and rangahau (research)</i></li> <li>• <i>Background working with post-graduate or masters level taura</i></li> <li>• <i>Evidence of an Established rangahau base</i></li> </ul>
<b>Āhuatanga Māori:</b>
<ul style="list-style-type: none"> <li>• <i>A basic level and understanding of tikanga Māori is required</i></li> <li>• <i>An intermediate understanding of tikanga and te reo Māori is preferred but not essential.</i></li> </ul>
<b>Technical Skills:</b> Are the specialised skills and abilities required for a particular role
<p><i>Knowledge of principles and methods for curriculum and training design in the relevant subject area</i></p> <p><i>Teaching and instruction for individuals and groups</i></p> <p><i>Measurement of training effects</i></p> <p><i>Effective speaking - talking to others to convey information effectively</i></p> <p><i>Effective writing – communicating effectively in writing as appropriate for the needs of the taura</i></p> <p><i>Administrative and computing skills</i></p> <p><i>Monitoring and assessing performance to make improvements or take corrective action</i></p>
<b>Knowledge &amp; Ability:</b> Are the role specific abilities and knowledge required for this position.
<ul style="list-style-type: none"> <li>• <i>Understanding of higher learning within a world-wide indigenous milieu</i></li> <li>• <i>Network and engage with applied practitioners of indigenous knowledge expertise</i></li> <li>• <i>Able to translate and teach indigenous rangahau methods, methodologies and techniques</i></li> <li>• <i>Working knowledge of IT needs for post graduate study</i></li> <li>• <i>Network and engagement with applied practitioners of indigenous knowledge expertise.</i></li> </ul>
<b>Behavioural Competencies:</b> Behavioural Competencies are the role specific behaviours and attitudes required by kaimahi (staff) to be successful in their roles
<ul style="list-style-type: none"> <li>• <b>Approachability:</b> <i>Put others at ease by initiating rapport, listen and share, understand and show genuine empathy when dealing with others. People seek out to request support and advice as they are highly trusted and considered as supportive, genuine and caring.</i></li> <li>• <b>Listening skills:</b> <i>Give full attention to others when they speak and take time to understand their perspective.</i></li> <li>• <b>Time management:</b> <i>Use his or her time effectively and efficiently; concentrate his or her efforts on the most important priorities</i></li> <li>• <b>Planning &amp; Organising:</b> <i>The ability to identify / develop tasks, actions, processes and timetables needed to meet objectives. Show punctuality and good time management skills.</i></li> <li>• <b>Conflict Management:</b> <i>identify and take steps to prevent potential situations that could result in unpleasant confrontations.</i></li> <li>• <b>Creativity:</b> <i>Generate many new and unique ideas and ways to implement these ideas successfully</i></li> <li>• <b>Initiative:</b> <i>IBe proactive and look at improving current systems and processes, look at things in new and better ways.</i></li> <li>• <b>Motivating Others:</b> <i>Create a climate in which people want to do their best; can assess each person's strengths and use them to get the best out of him or her; promotes confidence and optimistic attitudes.</i></li> </ul>

\* Kaupapa Commitment is the recognition and acknowledgement of TWoA's Vision, Mission, Philosophy and Values (see page 4) and the commitment to uphold, maintain and strengthen these through our actions and contributions



Te Wananga 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 50 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 Maori 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, Maori performing arts and te reo Maori.

Te Wananga 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:**

Whanau transformation through education

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

#### **Ko Nga Uara- Our Values**

Our values of Te Aroha, Te Whakapono, Nga 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 Wananga 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>Nga 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