

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”.

Tūranga / Position:	Ako Excellence Facilitator	
Uepū / Wāhanga / Department:	Ako Excellence	
Takiwā / Rohe / District:	Te Puna Manaaki	
Wāhi Mahi / Location:	As per letter of offer	
Reports to:	Aukaha – Ako Excellence Practice	
Whakatau ki / Direct reports:	0	
Indirect Reports:	0	
Māka Pūtea / Salary Grade:	7	
Wā Roanga / Tenure:	As per letter of offer	
Key Relationships:	Internal:	All Te Wānanga o Aotearoa (TWOA) kaimahi kaiako and ako kaimahi
	External:	- External Stakeholders (Contractors and Suppliers) - Tauira, iwi, hapū and whānau - Relevant external agencies and providers (TEC, MoE, NZQA)

Pūtake Tūranga / Role Purpose

The primary purpose of the Ako Excellence Facilitator role is to play a pivotal part in advancing teaching excellence across Te Wānanga o Aotearoa by empowering kaimahi ako to develop and embed Tauira-centred practices, grounded in the Ako Wānanga framework and reflecting mātauranga Māori knowledge systems, indigenous pedagogies, and the strategic and educational aspirations of Te Wānanga o Aotearoa (TWOA).

This role involves the facilitation of professional learning that supports kaimahi ako to access and integrate educational digital technologies in meaningful ways. The aim is to enhance pedagogical practices that foster deeper learning, boost Tauira motivation, and strengthen engagement, through collaborative and culturally anchored facilitation, contributing to building a culture of continuous improvement and innovation in teaching across the Wānanga.

Key Responsibilities	Deliverables / Accountabilities
Role Specific Requirements	Teaching Excellence Development - Design, facilitate and evaluate pedagogical workshops, seminars and learning communities to support the development of culturally responsive and Tauranga-centred teaching practices. - Deliver targeted professional development that aligns with Ako Wānanga principles, mātauranga Māori, indigenous pedagogies, socio-cultural learning theory – including how to integrate and embed relevant Language, Literacy and Numeracy (LLN) practices that enhance learning and optimize learner outcomes - Support kaimahi ako across in-person, blended and online environments to enhance the quality and effectiveness of their teaching practice. Learning Design and Innovation - Lead the development and implementation of innovative teaching strategies, including adaptive learning, AI-enhanced learning tools, and simulation-based methodologies (e.g. virtual, augmented, and extended reality). - Promote the integration of game-based learning and engagement tools (e.g. Kahoot, Quizizz) to support Tauranga motivation, real-time feedback and improved learning outcomes. - Guide Kaiako in the use of interactive pedagogical tools such as quizzes, multimedia content and drag-and-drop activities to promote active learning. Educational Technology and Digital Integration - Serve as an advisor and coach for kaimahi ako on the effective use of educational technologies including Moodle / iAkoranga LMS, virtual classrooms, video conferencing platforms and synchronous online tools. - Provide expert guidance in customising digital learning environments using real-time analytics, personalised content delivery and adaptive learning pathways to respond to Tauranga progress and behaviours. - Encourage best practice in digital assessment and formative

Key Responsibilities	Deliverables / Accountabilities
	feedback to improve Tauira engagement and academic success. Continuous Improvement and Institutional Contribution - Contribute to Te Wānanga o Aotearoa's learning and teaching enhancement processes by developing frameworks and resources that promote teaching excellence in line with TWoA's strategic goals. - Actively engage in reflective practice and educational research to stay abreast of emerging trends in tertiary pedagogy and educational technology. - Collaborate with cross-functional teams to support Te Wānanga o Aotearoa initiatives aimed at enhancing teaching quality and learner outcomes.
Driving for Business Performance: Role content specific to the relevant subject matter expertise or specialism of this role. Responsibility for specific KPIs or performance and or reporting metrics. Role in organisational success (e.g. service delivery, financial targets, culture).	- Accountable for service delivery, kaimahi performance, and tauira outcomes at a local level. - Builds high-performing teams. - Drives team culture and results.
Collective Leadership: Practices collaboration, shared expertise and contributes towards an environment of innovative and well-rounded solutions.	- Coordinates with other functions to solve problems or deliver outcomes. - Encourages collaboration during programme development or delivery cycles.
Kaimahi Leadership Has emotional intelligence, coaches confidently and creates an inclusive work environment.	- Builds trust and team cohesion by setting clear direction for team and individual kaimahi. - Gives structured, regular feedback through kaimahi ora, that sets expectations and accountability, and encourages development of technical and competency skills, including cultural capability. - Ensures that day to day kaimahi management activities are

Key Responsibilities	Deliverables / Accountabilities
	monitored such as attendance, leave, and work performance.
Problem Solving Requirements including but not limited to: Decision-Making Authority & Delegations Level of autonomy in strategic, operational, or tactical decisions. Impact of decisions across the organisation or sector.	- Independent decisions on service delivery and team management within site/cluster. - Escalates complex, strategic or people-related issues.
Authorities including but not limited to: Budget Accountability & Delegations; Kaimahi Leadership Responsibilities; and Tāngata Delegations Size of the budget the role is responsible for, and/or level of financial decision-making authority. Scope of day-to-day transactional kaimahi leadership responsibilities, and Tāngata related decision-making authority.	- Demonstrates Kaitiakitanga through responsible cost awareness and actions.
Kaupapa Matua 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.	- Able to articulate the history, evolution and unique context of Te Wānanga o Aotearoa. - Actions of leaders are aligned with Te Wānanga o Aotearoa. - Ngā Uara are applied in a manner that protects the mana of Te Wānanga o Aotearoa, leadership peers and kaimahi.
Communications and Relationship Management	- Communications are professional and can be adapted to manage relationships with local partners, kaimahi, and service users.

Key Responsibilities	Deliverables / Accountabilities
Effectively builds and maintains relationships that uphold the reputation and mana of Te Wānanga o Aotearoa	
Information Management Te Wānanga o Aotearoa records are created and maintained in corporate information systems, meeting specified information management standards and legislation.	- Meet the statutory responsibilities detailed in the Data, Information, and Records Management Tikanga Whakahaere. - Create and manage records of TWoA activities in accordance with TWoA privacy, data, information, and records management policies and procedures.
Health and Safety Uphold and comply with the Health and Safety at Work Act 2015. 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, your fitness for work, and the health and safety and well-being of others.	- Reports 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. - Leads with empathy. - Supports kaimahi work-life balance.
Other Duties	- Undertake other duties as required by the employer provided the kaimahi has the required skills and qualifications.
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. 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.	

Person specification

Qualifications: <i>Please list role specific qualifications</i>	- Postgraduate qualification in Education, Educational Technology, Tertiary Teaching or a related field (Master's degree preferred). - Qualification or demonstrated capability in Mātauranga Māori, Ako Wānanga, indigenous education principles,
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	socio-cultural pedagogy, Language, Literacy and Numeracy (LLN) practices, is highly desirable - Full NZ Drivers Licence (Class 1).
Essential Experience and Skills: <i>Please list role specific skills and years of experience</i>	- Minimum of 5 years' experience in teaching within a tertiary education setting, with demonstrated expertise in blended and online learning environments. - At least 1 years' proven experience providing guidance and support to roles within a team environment, including planning, mentoring. - A sound understanding of best practice Language, Literacy and Numeracy principles associated with learning and curriculum, including LLN-informed assessment processes - Strong knowledge of contemporary pedagogical approaches, culturally responsive teaching, and indigenous knowledge systems. - Demonstrated ability to facilitate professional learning and support the development of academic staff in diverse educational settings. - Proficiency in the use and pedagogical application of digital learning technologies and tools (e.g. Moodle/iAkoranga, synchronous virtual classrooms, adaptive learning technologies, gamified platforms). - Excellent interpersonal and communication and relationship building skills, with the ability to work collaboratively across teams and disciplines. - Ability to analyse data on learner engagement and outcomes to inform pedagogical decisions and support continuous improvement. - Excellent coaching and influencing skills. - Proven experience working and supporting diverse client groups. - Proven ability to analyse, investigate and interpret data, issues and situations.
Āhuatanga Māori	- Prepared to increase own knowledge and actively encourages kaimahi to develop te reo and āhurutanga Māori. - Leads by example and encourages participation in cultural

	activities, such as pōwhiri/karakia/Te Whariki. - Te Kaupapa Mātua is understood and applied to mahi and relationships.
Essential Attributes:	Governance Awareness & System Leadership - Communicates governance expectations to team. Critical Thinking and Strategic/Planning Contribution - Aligns team objectives with organisational strategy. Seeks insights to improve service delivery. - Supports local implementation of workforce plans and captures team-level stakeholder insights. Financial Responsibility - Understands the importance of budgets and is able to apply to their area of responsibility. Communication, motivational and empowerment skills - Uses storytelling to create a shared space where ideas resonate, and foster alignment, team building and achieve organisation purpose. Digital & Technology Fluency, Adoption & Modernisation - Promotes digital adoption. Data-Informed Decision-Making - Applies data to improve team performance. Innovation & Continuous Improvement - Encourages team innovation. - Leads small improvement projects.