

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:	Kaiako – English Language	
Uepū / Wāhanga / Department:	Ako Excellence	
Takiwā / Rohe / District:	Dynaspeak	
Wāhi Mahi / Location:	As per letter of offer	
Reports to:	Kaiako Matua	
Whakatau ki / Direct reports:	N/A	
Indirect Reports:	N/A	
Māka Pūtea / Salary Grade:	PR1, PR2, PR2.5, PR3, or PR4 - Practitioner (Dependent on qualifications held)	
Wā Roanga / Tenure:	As per letter of offer	
Key Relationships:	Internal:	• Te Wānanga o Aotearoa (TWoA) kaimahi • Tauira • Other Uepū and Wāhanga Leads and Managers
	External:	• Tauira whānau • Potential tauira • Hapori • Iwi/hapū • Employers • Other tertiary providers • Members of the public when recruiting tauira • Contractors and Suppliers

Pūtake Tūranga / Role Purpose:

The primary purpose of the kaiako position is to teach the English Language at Dynaspeak. Teaching involves but is not limited to developing lesson plans, presenting material to tauira, responding to tauira learning needs, evaluating tauira progress and enabling tauira 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
Planning	- Support in recruiting tauira and achieve tauira class numbers per enrolment plan with an expectation to meet educational outcomes. - Undertake tauira induction to TWoA and ensure they know of, and timely referral to, support services. - Develop teaching materials, quality handouts and study material that support tauira learning. - Plan and supervise tauira activities in a timely manner against the programme delivery schedule - Carry out regular formative assessment to ensure individual tauira needs are being met - Identify, develop, and implement intervention strategies (e.g. 101 Retention Plan) or individualised education plans for tauira, in collaboration with tauira support.
Delivery	- Effective management of the learning environment that incorporates successful strategies to engage and motivate tauira appropriate to TWoA, is evident. - Classes accurately reflect the current curriculum and follow marau; and routines are appropriate, well established and understood by all tauira - Meet retention plans and completion rates. - Evidence of ongoing kaiako-tauira communication. - Written evidence of intervention plans that address identified learning needs and support academic performance. - Positive tauira progress based on support strategies. - Noho marae and/or wānanga are attended as required for course delivery, and tikanga are adhered to. - Timely planning of transport and catering.
Tauira Educational Outcomes	- Achieve agreed Tauira Educational Outcomes for delivered programme, course, kōnae ako and unit standards. - Take appropriate action to retain tauira enrolment for the duration of the programme.

Key Responsibilities	Deliverables / Accountabilities
	- Motivate and support tauira to achieve educational outcomes and graduate. - Provide individual instructions to individuals or small groups of tauira to improve academic performance.
Monitoring, Assessment, Reporting	- Accurate results and attendance are recorded in the 101 SISS system by due dates and in accordance with policy and procedures. - Tauira feedback shows they are clear about their progress within the framework of the qualification/course throughout the programme. - Safe and respectful handling of tauira information. - All progress updates marked assessments and results returned to tauira or archived according to TWoA and NZQA requirements and timeframes. - Timely submission of results per delivery schedule, moderation feedback completed, and 100% successful moderation achieved. - All tauira administration is completed in accordance with the standards set by TWoA and submitted by due dates. - Contribute to and participate in all compliance initiatives upon request.
Kaimahi Experience	- Encourage and foster a productive environment that benefits all kaimahi. - Technology and automation are used to the best advantage. - Kaimahi experiences are considered in all aspects of mahi undertaken. - Trends are analysed and adapted to support the kaimahi experience.
Driving for Business Performance:	- Accountable for task completion and quality. - Sets clear direction for self.

Key Responsibilities	Deliverables / Accountabilities
Role content specific to the relevant subject matter expertise or specialism of this role. Responsibility for specific KPIs or performance and or reporting metrics.	- Seeks own development and takes accountability. - Provides feedback and builds trust. - Contributes to team capability and cohesion.
Financial Responsibility	- Uses resources responsibly. - Understands cost implications.
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.	- Makes task decisions within role scope. - Escalates complex, strategic or people-related issues. - Follows established processes
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 are aligned with Te Wānanga o Aotearoa leaders. - Ngā Uara are applied in a manner that protects the mana of Te Wānanga o Aotearoa, leadership peers and kaimahi
Communications and Relationship Management Effectively builds and maintains relationships that uphold the reputation and mana of Te Wānanga o Aotearoa	- Communication style and frequency supports internal and external contact with stakeholders.
Information Management Te Wānanga o Aotearoa records are created and maintained in corporate information systems, meeting specified information	- Meet the statutory responsibilities detailed in the Data, Information, and Records Management Tikanga Whakahaere.

Key Responsibilities	Deliverables / Accountabilities
management standards and legislation.	- 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.	- 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. - Promotes personal and team wellbeing. - Recognises and actively manages stress.
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:	- Minimum one of the following TESOL qualifications required: - o CELTA - o Trinity Certificate TESOL or equivalent standard - Preferred if NCALNE, or working towards completion of the certificate - Full NZ Drivers Licence (Class 1).
Essential Experience and Skills:	- Minimum 2 years' teaching in an English Language environment preferred - Experience in teaching academic English is an advantage - English Language-specific knowledge and ability: - o Knowledge of English Language structures and grammar

	○ Knowledge of communicative English language teaching techniques ○ Knowledge of NZQA moderation and assessment processes ○ Awareness of, and sensitivity to, other cultures - Effective speaking – talking to others to convey information effectively. - Effective writing – communicating effectively in writing as appropriate for each audience. - Demonstrated digital literacy skills, e.g. MS Word, Excel, PowerPoint, email. - Experience in monitoring and assessing taurira performance to make improvements or take corrective action.
Āhuetanga Māori	- Demonstrated commitment to participating fully in cultural activities (e.g., pōwhiri / karakia /Te Whāriki) and exemplifying Māori values. - Prepared to increase knowledge, understanding and everyday use of te reo and āhuetanga Māori and support other kaimahi in the same endeavour. - Te Kaupapa Mātua is understood and applied to mahi and relationships.
Essential Attributes:	Governance Awareness & System Leadership - Understands governance roles. - Adheres to delegated authority. Critical Thinking and Strategic/Planning Contribution - Understands organisation’s purpose. - Can articulate how their role contributes to organisational goals. - Contributes ideas. Understands how tasks relate to wider goals. - Good time-management skills. Financial Responsibility - Uses resources responsibly. - Understands cost implications. Communication, motivational and empowerment skills

	- Uses storytelling to influence behaviour and inspire teams to achieve goals and link to the organisation's purpose. Digital & Technology Fluency, Adoption & Modernisation - Uses basic digital tools. Data-Informed Decision-Making - Understands simple data. Innovation & Continuous Improvement - Suggests improvements. - Adapts practices.
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