

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:	Te Pūtaketanga o te Reo (Kaupae 3 & 4)	
Uepū / Wāhanga / Department:	Ako Excellence/Ako Takiwā Delivery	
Takiwā / Rohe / District:	As per letter of offer	
Wāhi Mahi / Location:	As per letter of offer	
Reports to:	Takiwā Ako Manager	
Whakatau ki / Direct reports:	N/A	
Indirect Reports:	N/A	
Māka Pūtea / Salary Grade:	PR1, PR2, PR3, or PR4 (Dependant on qualifications held)	
Wā Roanga / Tenure:	As per letter of offer	
Key Relationships:	Internal:	All Te Wānanga o Aotearoa (TWoA) kaimahi
	External:	- Tauira and whānau - Potential tauira - Community - Iwi/hapū/marae members - Members of the public for recruitment - Industry stakeholders, as required to maintain professional currency - Contractors and suppliers

Pūtake Tūranga / Role Purpose

The primary purpose of the **Kaiako - Te Pūtaketanga o te Reo (Kaupae 3 & 4)** is to teach tauira the corresponding programme/s.

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 Te Wānanga o Aotearoa (TWoA). This entails a combination of being skilled in TWoA indigenous teaching practices and methodologies and holding appropriate tertiary credentials to meet delivery and sector requirements.

Key Responsibilities	Deliverables / Accountabilities
Tauira Recruitment	- Recruit for tauira in accordance with programme entry requirements to achieve tauira class numbers. - Undertake tauira induction to TWoA.
Planning	- Plan for tauira activities and tutoring sessions according to tauira needs and goals. - Identify, develop, or implement intervention strategies, lesson plans, or individualised education plans for tauira. - Develop teaching materials such as handouts and study materials as required to support learning. - Carry out formative assessments to ensure individual needs are understood and met. - Plan for Noho, Wānanga, Haerenga.
Delivery	- Promote a collaborative, inclusive and supportive learning environment based on Whanaungatanga (respectful relationships and connections), Ako (reciprocal living, learning and teaching), Aro (reflective practices) and Te Hiringa (energy that promotes inspiration and motivation). - Present lesson plans and conduct discussion to increase tauira knowledge and competence by using relevant visual aids, video tapes, music, tools or other relevant methods that motivate learning. - Communicate with tauira on their progress, in person, through iAkoranga, email or by phone. - Collaborate with tauira and TWoA administration, or student support team members to determine tauira needs, develop tutoring plans, or assess tauira progress. - Accommodate a range of learner abilities and modify teaching approaches to address tauira individual and group needs and to support academic achievement. - Execute Noho, Wānanga, Haerenga safely and appropriately.
Monitoring, Assessment and Reporting	- Assess tauira progress throughout tutoring sessions. - Arrange/facilitate tauira study skills support. - Provide instructions to individuals or small groups of tauira to improve academic performance.

Key Responsibilities	Deliverables / Accountabilities
	- Maintain records of tauira assessment, attendance, progress, feedback, and end of course graduation results ensuring confidentiality of all records. - Ensure compliance and observance of TWoA and external agencies policies and academic/enrolment regulations. - Progressively record results and attendance in the Student and Learning Management Systems.
Tauira Educational Outcomes	- Take appropriate action to retain tauira enrolment for duration of programme being delivered. - Motivate and support tauira to achieve agreed educational outcomes and completion that enables graduation.
Personal and Professional Development	- Undertake Kaimahi Ora kōrero with upline Manager as required. - Complete Kaiako induction. - Complete necessary Kaiako training (e.g. Kaiako Investment Training KIT, Te Whāriki) on programme aims, graduate outcomes, and kōnae ako; curriculum/marau content, administration, materials, delivery methods, assessment, moderation and evaluation/review (Aro). - Maintain professional learning plan to achieve professional currency and other position requirements within the required timeframe. - Promote and maintain effective working relationships with Programme Lifecycle Advisors to maximise delivery and quality improvement e.g. resource development, assessments, upskilling, marau/tikanga ako. - Undertake Te Reo Māori proficiency training to achieve level required for this position within the required timeframe.
Stakeholder Relationship Management & Collaboration	- Establish and maintain quality internal relationships with kaimahi across the TWoA. - Act according to a clear set of ethical principles aligned with TWoA Ngā Uara and challenge behaviour which does not meet ethical standards. - Maintain the highest standard of both personal and organisational integrity in order that the reputation of TWoA is enhanced.

Key Responsibilities	Deliverables / Accountabilities
Driving for Business Performance:	- Accountable for task completion and quality. - Set clear direction for self. - Seek own development and take accountability. - Provide feedback and build trust. - Contribute to team capability and cohesion.
Financial Responsibility	- Use resources responsibly. - Understand 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.	- Make task decisions within role scope. - Escalate complex, strategic or people-related issues. - Follow 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 support internal and external contact with stakeholders.

Key Responsibilities	Deliverables / Accountabilities
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.	- Report potential risks, incidents and near misses so TWoA can investigate, and eliminate or minimise harm or risk of harm, in accordance with TWoA Health and Safety policies and procedures. - Promote personal and team wellbeing. - Recognise and actively manage 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:	- Diploma (Level 5) qualification in te reo Māori or higher. - NZ Certificate in Adult Tertiary Teaching (Level 5) or equivalent. - Either attest equivalence for NZQA standards required to assess and moderate this programme OR hold the NZ Certificate in Assessment Practice (L4). - Full and current NZ Driver Licence (Class 1). - <i>Or in lieu of such qualification, demonstrated experience within the kaupapa Māori framework. This experience will be verified through the TWoA attestation process to confirm the capability to successfully deliver a Level 3–4 programme.</i>
Essential Experience and Skills:	- 3+ years' experience teaching te reo Māori. - 3+ years' experience teaching adults. - Experience in Ako Whakatere methods of teaching, learning and delivery. <i>Or proven experience engaging in te ao Māori, with language and rangahau proficiency in Te Ara Reo Māori.</i> - Knowledge of principles and methods for curriculum and training design in the relevant subject area. - Knowledge of teaching and instruction for individuals and groups. - Is a self-reflective practitioner. - Effective speaking – talking to others to convey information effectively. - Effective writing – communicating effectively in writing as appropriate for each audience. - Possesses administrative and computing skills. - Excellent skills/experience in monitoring and assessing performance to make improvements/corrective actions. - Proven experience working and supporting diverse client groups. - Excellent relationship management skills with a demonstrated ability to work collaboratively across TWoA. - Excellent skills implementing plans. - Strong motivational and empowerment skills.

Āhuetanga Māori	- Actively engages in cultural activities and has an excellent understanding of Āhuetanga Māori (values, culture and tikanga). - Fluent in spoken and written te reo Māori and can provide guidance and leadership in this area. - Te Kaupapa Mātua is understood and applied to mahi and relationships. - Prepared to increase knowledge, understanding and everyday use of te reo and āhuetanga Māori and support other kaimahi in the same endeavour. - Actively applies Te Wānanga o Aotearoa values in the workplace.
Knowledge and Ability	- Ability to engage with and teach various levels of Māori language proficiency. - Ability to cater to a variety of learning needs. - Knowledge of Te ao Māori me ngā āhuetanga Māori, Ngā tikanga Māori (customs and protocols). - Knowledge of Ngā hitori Māori, Ngā pakiwaitara, Whakapapa, Ngā iwi Māori. - Knowledge of dialect differences.
Essential Attributes:	Approachability: Makes others feel comfortable, welcomed and at ease should they need support, help or advice. Is perceived as helpful, genuine and amicable. Listening: Practises attentive and active listening, has the patience to hear people out and is perceived to have good rapport and reputation by others. Time Management: Uses time effectively and efficiently; concentrates efforts on the most important priorities; and independently handles several tasks at once. Attention to Detail: Achieves thoroughness and accuracy when accomplishing a task through concern for all the areas involved. Planning: Accurately determines the length and difficulty of tasks and



	projects; sets clear, realistic and measurable goals; sets priorities and time parameters to accomplish tasks and projects, anticipates roadblocks and develops contingencies to redirect tasks so momentum is maintained. Organising: Marshals resources (people, funding, materials and support) to get things done; orchestrates multiple activities at once to accomplish a goal; uses resources effectively and efficiently; and arranges information to a high standard. Conflict Management: Identifies and takes steps to prevent potential situations that could result in unpleasant confrontations. Manages and resolves conflicts and disagreements in a positive and constructive manner to minimize negative impact. Creativity: Generates many new and unique ideas and ways to implement these ideas successfully; and is seen as original and value-adding in brainstorming settings. Initiative: Is proactive and looks at improving current systems and processes, looks at things in new and better ways. Motivating Others: Creates 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; and promotes confidence and optimistic attitudes.
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