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 – Foundation Skills**	
Uepū / Wāhanga / Department:	Whakatairanga / Taihāpai Youth Engagement Service	
Takiwā / Rohe / District:	As per Letter of Offer	
Wāhi Mahi / Location:	As per Letter of Offer	
Reports to:	Manager youth Services	
Whakatau ki / Direct reports:	n/a	
Indirect Reports:	n/a	
Māka Pūtea / Salary Grade:	PR1 – 2.5	
Wā Roanga / Tenure:	As per Letter of offer	
Key Relationships:	**Internal:**	• All Te Wānanga o Aotearoa (TWoA) kaimahi
	External:	• Tauira and their Whānau • Secondary Schools • Social Service Agencies • Health Providers • Youth Service Providers • Government Agencies • Contractors and Suppliers

Pūtake Tūranga / Role Purpose

The primary purpose of the Kaiako is to teach Foundation Skills Programmes. 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
Role Specific Requirements	**Tauira Recruitment** - Support to recruit tauira in accordance with marau or programme entry requirements to achieve tauira class numbers. - Achieve tauira class numbers per enrolment plan with an expectation to meet Educational Outcomes **Planning** - Undertake tauira induction to TWoA including support services - Learning sessions are planned according to tauira needs and goas and the programme delivery schedule - Develop teaching materials as required to support learning - Plan and supervise tauira activities - Carry out regular formative assessment to ensure individual tauira needs are being met - Identify, develop and implement intervention strategies or individualised education plans for tauira in collaboration with tauira support **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) - Deliver curriculum and follow marau (course guidelines) to enhance ako (teaching space) and the experience of tauira learning at TWoA - Deliver lesson plans and conduct discussions to increase tauira knowledge and competence by using relevant methods to motivate learning - Communicate with tauira on their progress - Accommodate a range of learner abilities and modify teaching approaches to support tauira achievements. **Monitoring, Assessment, Reporting** - Use of 101 SISS (student management system) to progressively record tauira results and attendance. - Assess and inform tauira of their attendance, assessment requirements and progress. - Understand and engage with the moderation standards, requirements and process. - Mark all assessments, retain assessments as required, and submit samples per moderation schedule according to TWoA and NZQA requirements and timeframes - Create and maintain records for activities conducted on behalf of TWoA, including tauira assessment results,

Key Responsibilities	Deliverables / Accountabilities
	attendance registers, academic progress, and feedback, ensuring confidentiality of all records. - Create and maintain records for activities conducted on behalf of TWoA, including tauira assessment results, attendance registers, academic progress, and feedback, ensuring confidentiality of all records.
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.	- Accountable for task completion and quality. - Sets clear direction for self. - 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	- Establish and maintain quality internal relationships with kaimahi across the TWoA.

Key Responsibilities	Deliverables / Accountabilities
Effectively builds and maintains relationships that uphold the reputation and mana of Te Wānanga o Aotearoa	- Establish and maintain meaningful strategic relationships with external networks and other relevant external groups - 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.
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 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:	- Level 5 Diploma or equivalent in Teaching, Social Services, or related field - New Zealand Certificate in Adult and Tertiary Teaching (Level 5) and Unit Standard 4098 or equivalent - New Zealand Certificate in Adult Literacy and Numeracy in Education (Level 5) and/or proven industry experience in professional development - Full and current NZ Driver License - Clean Police & Safety Check record - Current First Aid Certificate - *In exceptional circumstances, when Kaiako does not hold an adult teaching qualification or Unit standard 4098, they must complete this in their first year of employment*.
Essential Experience and Skills:	- Minimum two years of proven experience in a related role teaching or supporting adults or youth (16 – 24 year olds) - Demonstrated digital literacy skills e.g. MS Word, Excel, Teams, Onedrive, and email - Intermediate user knowledge of Microsoft suite of applications (i.e. Outlook, Excel, Word, Power Point) - Excellent written and oral communication - Excellent understanding of Social Services Agencies and Schools - Excellent relationship management skills
Āhuatanga Māori	- Demonstrated commitment to participating fully in cultural activities (e.g., pōwhiri / karakia /Te Whāriki) and exemplify Māori values. - Prepared to increase knowledge, understanding and everyday use of te reo and āhuatanga 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. **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 organisation purpose. **Digital & Technology Fluency, Adoption & Modernisation** - Uses basic digital tools. **Data-Informed Decision-Making** - Understands simple data. **Innovation & Continuous Improvement** - Suggests improvements. - Adapts practices.