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** **Tutor** Certificate in Exercise (Level 4)	
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:	Aukaha Taihāpai | Youth Engagement Services	
Whakatau ki / Direct reports:	n/a	
Indirect Reports:	n/a	
Māka Pūtea / Salary Grade:	**PR1 – PR2.5** 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 their whānau • Potential tauira • Community • Iwi / hapū • Industry stakeholders, as required to maintain professional currency

Pūtake Tūranga / Role Purpose

The primary purpose of the Kaiako is to teach tauira Certificate in Exercise (Level 4). 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.

NOTE: Kaimahi (staff) employed in this role are required to be Police and Safety checked in accordance with the Children's Act 2014

Key Responsibilities	Deliverables / Accountabilities
Role Specific Requirements	**Tauira recruitment** • Recruit tauira in accordance with marau or programme entry requirements to achieve tauira class numbers **Planning** • Undertake tauira induction to TWoA • Plan learning sessions according to: tauira needs and goals; and programme delivery schedule (e.g. kaiako Directed • Learning Hours per kōnae ako, tauira expectations for Activity Directed Learning) • Develop teaching materials as required to support learning • Plan and supervise tauira activities e.g. transport, Noho, Wānanga, Field Trips • Carry out regular formative assessment to ensure individual tauira needs are being met • Identify, develop, implement intervention strategies (e.g. 101 Retention Plan) 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 to enhance ako 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 address tauira individual and group needs and to support academic achievement • Demonstrate delivery of embedded and contextualized literacy and numeracy support strategies within teaching practices **Monitoring, Assessment, Reporting** • Use of 101 SISS to progressively record tauira results and attendance • Assess and inform tauira of their attendance, assessment requirements and progress

Key Responsibilities	Deliverables / Accountabilities
	• 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, attendance registers, academic progress, feedback, ensuring confidentiality of all records • Collaborate with tauira and TWoA administration, or student support team members, to determine tauira needs, develop tutoring plans, assess tauira progress, follow up on attendance that is recorded in the Retention Plan **Tauira Educational Outcomes** • Engage and inspire tauira to complete their course • Take appropriate action to retain tauira enrolment for duration of programme • Motivate and support tauira to achieve Educational Outcomes and graduate **Personal & Professional Development** • Undertake Kaimahi Ora conversations with upline Manager • Complete Kaiako Induction • Complete the necessary Kaiako training (e.g. Kaiako Investment Training, 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 • Effective working relationship with Kairuruku 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
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.

Key Responsibilities	Deliverables / Accountabilities
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 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.	- 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.

Key Responsibilities	Deliverables / Accountabilities
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.	- 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:	- Diploma in Sports Leadership (L5) or related subject that demonstrates holding or showing equivalence for NZQA standards assessed in this programme - 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) - Current First Aid Certificate - Full NZ Drivers Licence (Class 1).
Essential Experience and Skills:	- Proven experience in a related role teaching adult learners including effective speaking and writing skills to convey information effectively to a range of audiences - Experience monitoring and assessing performance to make improvements or undertake corrective action - Knowledge of principles & methods for curriculum & training design in the relevant subject - Demonstrated knowledge and experience in applying the physical, technical, and professional principles of fitness, including sport psychology, the design and delivery of exercise programmes and exercise-to-music classes, alongside supporting individuals to effectively manage their health, fitness, and wellbeing goals. - Ability to provide First Aid and Injury Management - Experienced in the use and maintenance of fitness equipment - Effective administrative and computing skills to support

	operational and educational requirements.
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.