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:	**Kaimanaaki Tauira – 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:	Level 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 Kaimanaaki Tauira Foundation Skills role is to provide pastoral support services to Foundation Skills programme tauira and to provide relief teaching as and when required. The role aims to support the delivery of Foundation Skills to help tauira gain appropriate skills, capabilities and knowledge needed to engage or re-engage with learning.

Pastoral Support includes working one-on-one with tauira to identify and remove barriers to engagement in education and employment; and engaging with social, health, education, and employment services for the benefit of the tauira.

Key Responsibilities	Deliverables / Accountabilities
Role Specific Requirements	**Kaiako Support** - Provide day to day support to Kaiako in the delivery of the programme - Support Kaiako with preparation of documentation, general administration and resource development - Assist in assessment and course completion **Teaching** - Provide relief teaching as and when required - Prepare lesson plans, documentation and resources for programme delivery **Tauira Support** - Engage with tauira to determine any support needed to complete the programme - Provide support to tauira to access learning support, and relevant social and/or health services where needed **Tauira recruitment and retention** - Work together with Kaiako to recruit and retain tauira - Establish and maintain stakeholder networks and utilise their services to support tauira success **Reporting** - Develop, or oversee the development, of written reports for submission to relevant stakeholders that are accurate, meet TWoA standards and are provided within required timeframes. - Record tauira information in accordance with programme requirements - Support the Kaiako to track and record absences - Provide information to management as requested and within required timeframes
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.

Key Responsibilities	Deliverables / Accountabilities
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	- Establish and maintain quality internal relationships with kaimahi across the TWoA. - Establish and maintain quality external relationships with schools, education providers, community organisations, employers, iwi and hapū organisations - Maintain a portfolio of education providers, businesses, social and health services, and other relevant 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	- Meet the statutory responsibilities detailed in the Data, Information, and Records Management Tikanga Whakahaere.

Key Responsibilities	Deliverables / Accountabilities
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:	- Diploma (Level 5) or equivalent in Teaching, Social Services, or related field - National Certificate in Youth Work L3/4, Social Services, Health or related field - National Certificate in Adult Literacy and Numeracy Level 5 and Unit standard 4098 or equivalent - Current First Aid Certificate - Clean Police & Safety Check record - Must have a full clean NZ Drivers Licence, and P-class licence is preferable
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.