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:	Kaiāwhina (Tutor Assistant)	
Uepū / Wāhanga / Department:	Ako Excellence	
Takiwā / Rohe / District:	As per Letter of Offer	
Wāhi Mahi / Location:	As per Letter of Offer	
Reports to:	As per Letter of Offer	
Māka Pūtea / Salary Grade:	Level 2	
Wā Roanga / Tenure:	As per Letter of Offer	
Key Relationships:	**Internal:**	• Tauira (students) • All Te Wānanga o Aotearoa (TWoA) kaimahi
	External:	• External Stakeholders (Contractors and Suppliers) • Potential tauira • Community • Members of the public when recruiting for tauira • Iwi, hapū and whānau • Relevant external agencies and providers (TEC, MoE, NZQA)

Pūtake Tūranga / Role Purpose

The primary purpose of the Kaiāwhina (Tutor Assistant) role is to provide support to the Kaiako in the planning and preparation for the delivery of high-quality teaching and learning within the designated curriculum field. The Kaiāwhina role works alongside the Kaiako to provide academic, administrative and pastoral support that promotes tauira success; contributes to effective programme delivery through the preparation of learning resources and documentation and assists the Kaiako with the day-to-day coordination of programme activities.

This role provides wrap-around support for the Kaiako to facilitate successful tauira enrolment, engagement, retention and completion, while contributing to a positive, safe and culturally responsive learning environment.

Key Responsibilities	Deliverables / Accountabilities
Kaiako and Tauira Support	- Provide ongoing support to the Kaiako for tauira recruitment, marketing activities and enrolment processes to achieve targeted tauira numbers. - Use organisational enrolment systems to process and maintain accurate tauira enrolment records. - Assist Kaiako in planning and preparation for the delivery of the programme, including lessons, tutorials and other learning activities. - Prepare and organise teaching resources, learning materials and classroom environments to support effective programme delivery. - Work collaboratively with the Kaiako to ensure seamless teaching and a positive learning experience for tauira. - Attend and support Noho Marae and One Day Wānanga as required. - Assist Kaiako to monitor, record and maintain accurate tauira attendance records including following up non-attendance with tauira and identifying and acting upon attendance concerns. - Assist Kaiako to identify potential withdrawals, and support follow-up actions to improve tauira retention and programme completion. - Support Kaiako with general administrative tasks, ensuring all records are accurate and completed within required timeframes. - Assist Kaiako to complete internal academic quality processes within required timeframes. - Contribute to achieving tauira retention, completion and graduation targets through proactive tauira support.
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	- Use resources responsibly.

Key Responsibilities	Deliverables / Accountabilities
	- 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.
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	- 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. - Promote personal and team wellbeing. - Recognise and actively manage stress.

Key Responsibilities	Deliverables / Accountabilities
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.	
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 of NCEA Level 2 (or an equivalent secondary school qualification). - A qualification at least one level higher than the programme or subject being supported, or current enrolment in a relevant qualification, is preferred. - For the Te Pūtaketanga o te Reo Level 4 programme, it is desirable that the Kaiāwhina is fluent in te reo Māori.
Essential Experience and Skills:	- At least one (1) year of experience in a similar role preferred. - Ability to clearly and appropriately communicate ideas and concepts in written format. - Ability to build rapport and relate to others in a confident and relaxed manner. - Excellent relationship management skills with a demonstrated ability to work collaboratively across the organisation. - Strong motivational and empowerment skills. - Ability to work proactively to suggest improvements to current systems and processes.
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. - Uses his or her time effectively and efficiently; concentrates his or her efforts on the most important priorities **Financial Responsibility** - Uses resources responsibly. - Understands cost implications. **Communication, motivational and empowerment skills** - Practices attentive and active listening. - 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.