



KAIHAUTŪ ARONUI

Job Description

Te Whare Whakaako – Ngā Kura ā Iwi o Aotearoa

“E kore au e ngaro, he kākano i ruia mai i Rangiātea”

Ngā Kura ā Iwi o Aotearoa Incorporated (NKAI) is a constituted body that represents and supports tribal schools that affiliate to our organisation voluntarily. We identify ourselves using the term ‘iwi’ to denote our descent from an eponymous ancestor.

Te Tihi o Angitu – Pinnacle of Success

The focus in all our direction is on wellbeing and achieving the pinnacle of excellence for our children, grandchildren (Uri) and all stakeholders of Ngā Kura ā Iwi by utilising the greatest gifts left to us by our forebears – **Culturalcy**.

KAIHAUTŪ ARONUI PRIMARY PURPOSE:

The primary purpose of the Kaihautū Role is to manage and lead MoE funded PLD allocations across all PLD initiatives within NKAI.

ROLES AND RESPONSIBILITIES:

The role of Kaihautū Aronui encompasses a wide range of responsibilities involving advanced system development and management. This includes closely monitoring the PLD landscape, which encompasses governance structures, educational systems, and the specific needs of kura (NKAI, Kaupapa Māori, and Mainstream), in order to identify opportunities for:

- Enhancing services within our NKAI Network.
- Contributing to the broader advancement of the Kaupapa Māori movement.
- Exploring business prospects for NKAI through the provision of PLD services to entities beyond the realm of Kaupapa Māori Education.

The Kaihautū Aronui will be an experienced and competent practitioner, with the ability to effectively facilitate PLD in line with identified objectives and outcomes.

KEY FOCUS AREAS FOR KAIHAUTŪ ARONUI:

Systems Development & Management

- Manage and monitor our NKAI MoE PLD provider online portal // Manage NKAI ESL account for all PLD provisions through MoE including:
- Statements of work that are received from kura;
- MoE regionally funded PLD hours that are received;
- Make strategic recommendations based on the needs of our kura, the educational environment and possible opportunities for NKAI.
- Create systems for managing PLD delivery and MoE PLD funding requirements across all NKAI Tumu and Whare including:
- Monitor and ensure internal NKAI systems for MoE funded PLD are efficient and effective;
- Advise on facilitator accreditation for NKAI ringawera which includes clearly evidenced capability to deliver in PLD priority areas;
- Allocation of NKAI MoE funded PLD hours to NKAI Tumu & Whare PLD initiatives;
- Advise on engaging with other PLD providers to deliver on allocated

PLD Delivery & Facilitation

- Has sound knowledge and experience to deliver PLD in priority areas within the Māori Medium, and desirably priority areas identified by NKAI;
- Planning and designing PLD programs based on kura goals and uri needs.
- Facilitate PLD sessions, workshops, and training programs both in-person and virtually;
- Develop learning materials, such as presentations, worksheets, and case studies;
- Provide individualised feedback and coaching to kura and kaiako to support their growth and development.
- Evaluate the effectiveness of PLD programs through assessments, surveys, and feedback analysis.
- Collaborate with subject matter experts, instructional designers, and other stakeholders to ensure the success of PLD initiatives.
- Provide focused, practical, hands-on and interactive professional learning and development that is research based and inquiry-led to meet the needs identified by kura;
- Support kaiako to use 'Teaching as Inquiry' to draw conclusions about the impact of their change in practice resulting from the PLD initiative;

Supporting Kura

- Support kura and/or clusters of kura with PLD Proposals for MoE:
- Work in collaboration with kura and NKAI facilitators in the co-design of PLD programmes to meet the objectives and outcomes as identified in the associated PLD proposals.
- Work in collaboration with kura to co-construct milestone reports within the PLD system that outlines the progress made at six-monthly intervals.
- Monitor and manage timeframes for proposals and reporting for MoE funded PLD.
- Support kura and/or cluster of kura to monitor the learning progress of uri because of PLD initiatives.

KEY CHALLENGES:

Anticipating and addressing issues and providing accurate advice on complex issues and legislation, sometimes within tight timeframes, given the need to collect and comprehend information from a range of sources whilst maintaining confidentiality and exercising diplomacy.

WORKING RELATIONSHIPS:




- The Kaihautū Aronui is directly accountable to the Pou Whakaako.
- The Kaihautū Aronui will report to Ringa Raupā Executive and MOE via the CEO report and will provide expert plans, reports and advice.
- The Kaihautū Aronui will interact with NKAI key stakeholders and will provide sound and reliable advice; manage expectations, resolve and provide solutions to issues; negotiate outcomes and timeframes.



KEY RELATIONSHIPS

Enhance key relationships – Ngā Kura ā Iwi Board of Trustees and their Iwi partnerships.

CAPABILITIES FOR THE ROLE

The capabilities below in **bold** are the focus capabilities for this role.

NKAI Organisation Capability		
Capability Group	Capability Name	Level
 Personal Attributes	Display Resilience and Courage Act with Integrity Manage Self Value Diversity	Advanced Advanced Advanced Advanced
 Relationships	Communicate Effectively Work Collaboratively Influence and Negotiate Deliver high level and proactive service to clients	Advanced Advanced Advanced Advanced
 Results	Deliver results Plan and Prioritise Think and Solve Problems Demonstrate Accountability	Advanced Advanced Advanced Advanced

 <p>Business Enablers</p>	<p>Finance Technology Procurements and Contract Management Project Management</p>	<p>Capable Capable Capable Advanced</p>
 <p>People Management</p>	<p>Manage and Develop People Inspire Direction and Purpose Optimise Business Outcomes Manage Review and Change</p>	<p>Capable Capable Capable Capable</p>

FOCUS CAPABILITIES

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role’s key accountabilities.

<p>Personal Attributes Act with Integrity</p>	<p>Advanced</p>	<ul style="list-style-type: none"> ▪ Represent the organisation in an honest, ethical and professional way ▪ Set an example for others to follow and identify and explain ethical issues ▪ Act to prevent and report misconduct, illegal and inappropriate behaviour
<p>Relationships Communicate Effectively</p>	<p>Advanced</p>	<ul style="list-style-type: none"> ▪ Present with credibility, engage varied audiences and test levels of understanding ▪ Translate technical and complex information concisely for diverse audiences ▪ Create opportunities for others to contribute to discussion and debate ▪ Actively listen and encourage others to contribute inputs ▪ Adjust style and approach to optimise outcomes ▪ Write fluently and persuasively in a range of styles and formats
<p>Relationships Influence and Negotiate</p>	<p>Advanced</p>	<ul style="list-style-type: none"> ▪ Negotiate from an informed and credible position ☑ Lead and facilitate productive discussions with staff and stakeholders ▪ Encourage others to talk, share and debate ideas to achieve a consensus ▪ Recognise and explain the need for compromise ☑ Influence others with a fair and considered approach and sound arguments ▪ Show sensitivity and understanding in resolving conflicts and differences ▪ Manage challenging relations with internal and external stakeholders ▪ Pre-empt and minimise conflict

Results Think and Solve Problems	Advanced	<ul style="list-style-type: none"> ▪ Research and analyse information, identify interrelationships and make recommendations based on relevant evidence ▪ Anticipate, identify and address issues and potential problems and select the most effective solutions from a range of options ▪ Participate in and contribute to team/unit initiatives to resolve common issues or barriers to effectiveness ▪ Identify and share business process improvements to enhance effectiveness
Business Enablers Project Management	Advanced	<ul style="list-style-type: none"> ▪ Prepare clear project proposals and define scope and goals in measurable terms ▪ Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements ▪ Prepare accurate estimates of costs and resources required for more complex projects ▪ Communicate the project strategy and its expected benefits to others ▪ Monitor the completion of project milestones against goals and initiate amendments where necessary ▪ Evaluate progress and identify improvements to inform future projects ▪ Are committed to effectively utilise NKAI's online working platforms to support you in your day-to-day NKAI role.
People Management Manage and Develop People	Advanced	<ul style="list-style-type: none"> ▪ Ensure that roles and responsibilities are clearly communicated ▪ Collaborate on the establishment of clear performance standards and deadlines in line with established performance development frameworks ▪ Develop team capability and recognise and develop potential in people ▪ Be constructive and build on strengths when giving feedback ▪ Identify and act on opportunities to provide coaching and mentoring ▪ Recognise performance issues that need to be addressed and work towards resolution of issues

HEALTH AND SAFETY:

- Takes all practicable steps to ensure safety at work and that no action or inaction causes harm to anyone else.
- Reports all hazards, accidents, near misses, or unsafe conditions to Ngā Ringa Raupā Executive and Health and Safety Representative as soon as possible.
- Observe Ministry stated health and safety policies and guidelines.
- Is knowledgeable and complies with all Ministry Health and Safety policies and guidelines.

DESIRABLE:

- Fluent in Te Reo Māori me ōna Tikanga.

- A tertiary qualification with a significant component in Education or other relevant disciplines is preferred.
- Demonstrates proficient experience and up-to-date expertise in managing MOE PLD funded allocations.
- Holds current accreditation as a proficient PLD facilitator recognised by the Ministry of Education.
- Has experience in supporting and mentoring education leaders.
- Understanding of education systems in New Zealand, and relevant education legislation.
- Understanding of iwi partnerships, kaupapa Māori education.
- Knowledge of, and experience in working with both qualitative and quantitative data and analysis.
- Knowledge of how school principals operate and their responsibilities to meeting Ministry of Education, Education Review Office, and Teacher Council requirements.
- Knowledge of NKAI network and how the organisation works.
- Possible iwi links already formulated with iwi linked to the NKAI organisation.
- Well established iwi links and networks across Aotearoa.

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