

JOB TITLE Te Whare Angitu Kaiarahi Taiao

DATE August 2024

REPORTS TO Te Pou Angitu

POSITION DESCRIPTION

Position purpose This role is unique as it will provide Uri from across our Kura opportunities to achieve their personal excellence through mixed mode delivery learning in an NCEA Toa Taiao course. The Kaiarahi Taiao will have the skills and tools to provide excellent leadership in course development and delivery.

The Kaiarahi Taiao will work closely with Te Whare Angitu staff, the NKAI Ringa Wera team and wider NKAI networks to ensure that our Uri can experience meaningful Taiao teaching and learning programmes. This will include delivering innovative Taiao teaching and learning at NCEA levels 1, 2 and 3, through both online and wānanga.

KEY PERFORMANCE INDICATORS	SUCCESS FACTORS
<p>Toa Tiaki Taiao course design, review and development</p> <ul style="list-style-type: none"> Lead the development and improvement of Toa Taiao courses at Level 5+ of NZC/Te Marautanga o Aotearoa for Uri within Te Whare Angitu. Courses enhance Uri educational outcomes. Provide information for the promotion of courses to the NKAI network. Design and prepare unit and lesson plans for Toa Tiaki Taiao courses, including assessment opportunities where necessary. Programmes of learning are relevant, challenging and meet the individual needs, interests and abilities of Uri. Maintain current knowledge of emerging Toa Tiaki Taiao content and technologies and make recommendations for growth and development for the betterment of Te Whare Angitu. Develop an understanding of Te Ara ToA framework as it is developed and tested and strategize how these indicators could be woven into the course design, delivery and review. 	<ul style="list-style-type: none"> Innovative Toa Tiaki Taiao courses are developed to meet the needs of our Uri and Kura communities and reflect NZC and/or Te Marautanga o Aotearoa. Courses provide NZQA opportunities at L1, L2 and L3 NCEA and University Entrance pathways. Clear and concise information is provided to the communications team for course promotion. Course unit plans, lessons plans, and accompanying resources are developed. Assessment procedures are adhered to, including moderation processes, and assessment material is produced to support these processes. Courses are reviewed and adapted to reflect new or emerging Taiao developments. New learning in Toa Tiaki Taiao is shared across the Te Whare Angitu team. Utilise Te Ara ToA in planning, monitoring and review of the Toa Tiaki Taiao programmes.
<p>Toa Tiaki Taiao course delivery</p> <ul style="list-style-type: none"> Ensure Te Whare Angitu pedagogical approach informs course design and delivery. Deliver the Toa Tiaki Taiao courses through excellent and effective pedagogy, including effective online pedagogy. Maintain high expectations of self and others to ensure course is run to a high standard. 	<ul style="list-style-type: none"> Pedagogy reflects Te Whare Angitu aspirations and expectations - high quality teaching and learning that support Uri to achieve their personal excellence. Timely feedback and feedforward is provided to Uri so they can effectively achieve their personal goals. Online delivery includes full engagement in online teaching and learning platforms (these include, but are not limited to, Google classroom (and the google suite of

<ul style="list-style-type: none"> • Deliver Toa Tiaki Taiao courses through both face to face (wānanga at the beginning of each term) and online delivery (at least two hours online classes per week, small group and/or individual tutoring where appropriate, online forum facilitation and communication, responsive Uri support where needed). • Collect evidence on impact of teacher practice and, with support, reflect and review to ensure ongoing growth and development. • High quality assessment practices are utilised to ensure Uri are achieving to their potential, including formative and summative assessment. Changes and updates in any NZQA processes are implemented effectively into the programmes. • Student progress is reported to kura, Uri and whānau at least twice a year. 	<p>products), Zoom, Slack). Online delivery occurs a minimum of two time slots per week plus any one on one support required via online mechanisms. Online resources and activities include suitable self-directed activities.</p> <ul style="list-style-type: none"> • Wānanga delivery is effective and Uri are provided with experiences that enhance the online components of the course. Wānanga are collaboratively organised and delivered in partnership with hau kāinga. • Courses are engaging, Uri retention is above 90% and achievement above 90%. • Uri are engaged and achieving in courses. Attendance at wānanga is above 90% and engagement in online components of course is above 90%. Uri learning needs are met through a range of mechanisms. Uri are achieving to their potential within the courses. • A wide range of evidence is collected regularly and used to reflect on and grow practice. Regular hui with Pou Angitu during the year to reflect on practice and identify PLD needs. • Assessment practices align with the Te Whare Angitu assessment policy and meet the NZQA requirements. Assessment results indicate Uri are achieving to their personal excellence.
<p>Operations and Processes</p> <ul style="list-style-type: none"> • Promote and maintain an organised schedule of course and lesson information, including communications plan, lesson plans, data collection and tracking. • Manage the maintenance of documentation, files and recordable actions to meet any applicable audit and policy compliance. • Store all documentation and materials digitally • Track and manage course enrolments, including communicating with other team members details of enrolled Uri and kura. 	<ul style="list-style-type: none"> • All applicable resources are available to other team members. • All courses and lessons are purposeful and focussed with the end user in mind – te tihi o Angitu. Our programmes are Uri centred to achieve optimum Uri learning experience and achievement • All work is well documented and stored in Teams/Onedrive/Sharepoint or Google for teaching and learning, and Microsoft 365 Teams and SharePoint for Ringa Wera communication and collaboration. • Enrolment processes are clear and communicated effectively to kura, tracked and data stored in an efficient manner, reviewed and adjusted where necessary to ensure the process is appropriate.
<p>Maintain Key Relationships</p> <ul style="list-style-type: none"> • Develop and maintain key working relationships with the Te Whare Angitu and Ringa Wera team to ensure coherency across the team and organisation. • Connect and foster relationships with our members to ensure they are aware of the support and courses that are available for Uri • Work with the logistics team to ensure all aspects of course delivery are planned, 	<ul style="list-style-type: none"> • Stakeholder relationships are strong, reciprocal, and purposeful. • Support is provided to other Te Whare Angitu Kaiarahi and Ringa Wera to ensure initiatives are well delivered to Uri. This could include covering other academic programme delivery where appropriate. • Relationships are underpinned by trust and collaboration and enhance the reputation of Ngā Kura ā Iwi o Aotearoa. • Suitable venues are booked, resources are created, and online platforms are set up

<p>booked and arranged prior to course start date.</p> <ul style="list-style-type: none"> • Provide information to all stakeholders in a timely and accurate manner to support strategies, communications and activities, and provide clarity and transparency. • Identify and foster partnerships with other Taiao experts to build partnership opportunities • Develop and maintain quality relationships with external stakeholders to ensure our members have a range of expertise that contributes to courses. • Uphold and maintain the highest standard of personal and organisational integrity 	<ul style="list-style-type: none"> • NKAI network is aware of the Toa Tiaki Taiao pathway within Te Whare Angitu. Collaboration with wider Ringa Wera to promote and provide up to date information on Toa Tiaki Taiao pathways. • Communication to stakeholders (Kura, Uri, Whānau) is clear, timely and regular and results in ongoing engagement. • Pre-course communication content is prepared to ensure kura and Uri receive information in a timely manner. • Promotion, presentation and delivery of courses and support for Uri are recognised as high quality and engaging • High participation in Te Pae Mahi Tahī online spaces (Slack, Google classroom)
<p>Health and Safety</p> <ul style="list-style-type: none"> • Comply with all NKAI Health and Safety policies and procedures • Wānanga EOTC processes and procedures are implemented effectively. • Recognise and address circumstances to prevent unhealthy or unsafe situations • Perform all duties with safety and care • Report faults or safety issues 	<ul style="list-style-type: none"> • Health safety and wellness policies and procedures are adhered to and complied with • Wānanga planning includes robust EOTC in compliance with Te Whare Angitu EOTC planning processes. • Risks are identified and mitigation action taken • Zero harm while carrying out duties • Faults are reported immediately to relevant team member • Forms are completed that accurately reflect risks and health and safety issues
<p>Other duties and responsibilities</p> <ul style="list-style-type: none"> • Undertake other duties as required provided the kaimahi has the required skills and qualifications • Undertake professional development • Attend regular Ringa Wera hui as requested and where possible • Attend NKAI events as requested 	<ul style="list-style-type: none"> • Requests by the upline Manager and Lead are undertaken, including providing timely and relevant information for monthly reporting. • Professional development is undertaken as agreed • Hui are attended as required • Positive engagement is demonstrated in all NKAI activities
<p>Additional duties include:</p> <ul style="list-style-type: none"> • Fulfil other duties as required by management or other department personnel as requested <p>The above list is not exhaustive, and the role may change to meet the overall objectives of the business.</p>	

Required qualities

- Professional approach
- Ability to work under pressure
- Organisational and time management skills
- Excellent attention to detail
- Excellent team member – collaborative working skills

Desired competencies

- Analytical thinking
- Initiative
- Business awareness
- Tenacity
- Strategic thinking
- Positive approach to change

PERSON SPECIFICATION

Qualifications	<ul style="list-style-type: none">• Tertiary qualification – teaching or Taiao related• Current NZ Teacher Registration would be an advantage• Full NZ Driver's Licence (Clean – Class 1)
Experience	<p>Successful track record in:</p> <ul style="list-style-type: none">• Developing innovative student-centred programmes• Engaging teaching and learning for optimum student achievement• Project management skills• Understanding of the NCEA systems• Willingness to further develop your online teaching and learning skills for optimum student engagement and success.• Clean driver's licence essential• Demonstrated ability to develop engaging teaching and learning programmes in the Toa Taiao/mathematics curriculum areas.
Knowledge	<p>Ngā Āhuatanga Māori</p> <ul style="list-style-type: none">• Competency in and knowledge of Te Ao Māori• Competency in and knowledge of Te Reo Māori (written and oral) and tikanga Māori is an advantage• Interest in cultural activities and has a good understanding of Ahuatanga Māori (values, culture and tikanga)• Has an understanding of Ngā Kura ā Iwi mātāpono and their use in the workplace• Has an appreciation for Māori Medium education, indigenous education, iwi education and mana motuhake for all <p>Specific Knowledge:</p> <ul style="list-style-type: none">• New Zealand Curriculum• Te Marautanga o Aotearoa• Understanding of curriculum development, particularly in Taiao/Environmental Studies• Online teaching and learning• Understanding of education systems in New Zealand and relevant education legislation• Understanding of iwi partnerships and Kaupapa Māori education• Advanced knowledge of NZQA processes and expectations, particularly for NCEA achievement standards• Working knowledge of Microsoft 365 Suite applications as a working platform for day-to-day operations• Working knowledge of Google Suite applications as a tool for teaching and learning• Knowledge of various online collaboration and communication platforms, such as Slack, Messenger, Facebook, Instagram• Familiar with project management tools for managing workflows.
Skills & competencies	<ul style="list-style-type: none">• Student focused: committed to providing exceptional teaching and learning to all Uri• Excellent teaching and learning skills: Has the underlying knowledge and skills necessary to successfully engage rangatahi in learning, preferably including some online teaching experience. Has proven ability to develop pedagogy and adapt to changing student cohorts and/or technology available for teaching and learning. Typically reflects career-long experience in the teaching and learning area.• Communication: This person will have excellent communication and time management skills who is focused on outstanding outcomes for our organisation. Proven ability to adjust communication styles to a diverse audience, including rangatahi, other Kaiarahi, whānau.

- **Attention to detail:** excellent attention to detail and written skills when communicating with others, both internally and externally
- **Planning:** Accurately determines the length and difficulty of tasks and projects; sets clear, realistic and measurable goals; sets priorities and time parameters to accomplish tasks and projects, anticipates roadblocks and develops contingencies to redirect tasks so momentum is maintained.
- **Teamwork:** Works collaboratively with a group of people, in order to achieve a goal. Demonstrated flexibility and willingness to assist others.
- **Problem Solving:** Uses a combination of logic, analysis, experience, wisdom and advanced methods to make sound and timely decisions, and to solve problems. Solves difficult problems and creates effective solutions.
- **Time management/organisation:** accomplish objectives effectively within time frame given and carry out administrative duties in an efficient and timely manner

Personal attributes

- **Professional** approach (essential)
- **Confident** manner (essential)
- Positive approach to change – positioned as a **learner** (essential)
- **Building Trust** - Develops, maintains and strengthens partnerships with others inside and/or outside the organisation who can provide information, assistance and support. Identifies and communicates shared interests and goals.
- **Creativity** - Generates many new and unique ideas and ways to implement these ideas successfully; and is seen as original and value-adding in brainstorming settings.
- **Relationship Focused** - Builds positive rapport with all external and internal NKAI members, and particularly with Uri. Is attentive and responsive to Uri needs and is proactive when finding solutions. Goes beyond expectations in providing exceptional support, advice or help. Represents Ngā Kura ā Iwi o Aotearoa in a positive light.
- **Drive for Results** - Steers self and others to achieve or exceed results; overcomes obstacles; drives performance; and has personal commitment to excellence and a focus on attaining goals.
- **Initiative** - Is proactive and looks at improving current systems and processes, looks at things in new and better ways. Positioned as a learner and able to make changes to improve practice based on evidence.
- **Listening** - Practises attentive and active listening and has the patience to hear people out with a shared goal of understanding the need.
- **Technical Credibility** - Uses technical knowledge, expertise and skills to perform effectively within a specific area or function.

This job description serves to illustrate the scope and responsibilities of the role and is not intended to be an exhaustive list of duties. You will be expected to perform other job-related tasks requested by management and as necessitated by the development of this role and the development of the business.

ACKNOWLEDGEMENT

I certify that I have read, understood and accept the duties, responsibilities and obligations of my position.

SIGNED BY YOU

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Employee

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Date

SIGNED BY MANAGEMENT

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Manager

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Date