



**JOB DESCRIPTION**  
 TE WHARE ANGITU  
 KAIĀRAHI RAKAHINONGA

<b>POSITION</b>	<b>Te Whare Angitu: Kaiārahi Rakahinonga</b>
<b>LOCATION</b>	<b>Home Based and Attendance at NKAI Hui &amp; Wānanga</b>
<b>REPORTS TO</b>	<b>Pou Angitu</b>
<b>TENURE</b>	<b>Permanent Position</b>
<b>SALARY RANGE</b>	<b>\$70,000 - \$80,000 per annum.</b>

**POSITION DESCRIPTION**

**“TŪ WHITIA TE HOPO, MAIRANGATIA TE ANGITU”**  
*Push past fear and strive for success!*

**TOA RAKAHINONGA**

ToA Rakahinonga is an innovative, integrated programme that will provide Uri opportunities to develop a range of skills across the entrepreneur spectrum. By the end of this course our Uri will be innovators and entrepreneurs. They will develop innovative solutions grounded in mātauranga ā-iwi that can contribute to the financial wellbeing of their communities. Uri will utilise creativity, numeracy, literacy, cultural and digital skills to create opportunities for themselves, their whānau and their communities.

This course will:

- Provide L1 NCEA learning experiences within the Pangarau/Maths, Commerce, and Digital curriculum areas
- Provide Uri with a range of experiences that will allow them to develop financial literacy, business knowledge and digital tools.
- Support Uri on a pathway to further learning through NCEA L2 and L3 and beyond into further education or career opportunities.
- Will strengthen creativity, multiply opportunities and become role models for enterprising activities.

**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 Rakahinonga course. The Kaiarahi Rakahinonga will have the skills and tools to provide excellent leadership in innovative course development and delivery.

The Kaiarahi Rakahinonga 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 Rakahinonga teaching and learning programmes. This will include delivering innovative Rakahinonga teaching and learning at NCEA levels 1, 2 and 3, through both online delivery and wānanga.

**Main tasks**

Core objectives include:

- Work with the Te Whare Angitu team to develop a deep understanding of Te Whare Angitu Pedagogical Approach – including full engagement in online teaching and learning platforms (these include, but are not limited to, Google classroom (and the google suite of products), Zoom, Slack).
- Lead the design and development of high quality Rakahinonga courses within Te Whare Angitu – starting with Level 1 NCEA in 2023 and continuing with Level 2 and Level 3 NCEA courses in subsequent years:

	2023	2024	2025	2026
<b>Level 1 NCEA Rakahinonga</b>	Design course and develop resources	Teach course Review and improve	Teach course Review and improve	Teach course Review and improve
<b>Level 2 NCEA Rakahinonga</b>		Design course and develop resources	Teach course Review and improve	Teach course Review and improve
<b>Level 3 NCEA Rakahinonga</b>			Design course and develop resources	Teach course Review and improve

- Assess students at all Levels and identify the appropriate achievement standards and pathways in order to lead Uri to excellence achievement.
- Practice excellent engagement strategies in an online digital forum.
- Lead a 3 day in-person wānanga at the commencement and conclusion of each Rakahinonga module (term).
- Provide weekly support to Uri enrolled in the Rakahinonga course at least 3 full online teaching contact timeslots inclusive of teaching and tutorship of Uri.
- Support the wider Te Whare Angitu and Ringa Wera teams to advertise and promote the course across Te Maru o Ngā Kura ā Iwi.
- Track and manage course enrolments, including communicating with other team members details of enrolled Uri and kura.
- Prepare pre-course communication content in line with the communications plan to ensure kura and uri receive information in a timely manner.
- Work with the logistics team to ensure all aspects of course delivery are planned, booked and arranged prior to course start date. This includes ensuring suitable venues are booked, resources are created, and online platforms are set up.
- 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.
- Plan high quality lesson content, including:
  - engaging activities for face-to-face wānanga
  - develop resources where necessary
  - utilise external expertise where appropriate (guest speakers)
  - develop online activities that can be supported by existing online products/platforms
  - develop clear and engaging self-directed learning activities for uri to complete
  - incorporate both formative and summative assessment practices to ensure ongoing development and responsiveness to student needs

- clear and concise assessment information regarding any national assessments included in course (e.g., NCEA achievement standards)
- Monitor and support Uri progress within the course by providing timely and effective feedback to Uri. This can include individual verbal feedback on progress and/or written feedback to Uri. This can also include reporting student progress to Uri, Whānau and Kura where required.
- Keep accurate records of Uri progress and engagement during the course. This can include Uri attendance, engagement, completion of tasks, academic achievement, Te Ara ToA progression, student feedback.
- Communicate clearly, in a timely manner with all stakeholders, including Uri, Kura, Kaiarahi, Kaiako within kura, whānau, Ringa Wera and Ringa Raupā.
- Work closely with the Kaihautū Mātauranga to reflect on teaching practice, including participating in termly learning conversations to review practice and course delivery. These review hui should be based on evidence collected throughout the course (student voice, student achievement, whānau voice, kura voice).
- Participate in weekly Ringa Wera hui where possible (priority will be given to direct delivery to Uri) and provide weekly updates on progress via shared reporting mechanisms.
- Participate in an annual review of all Te Whare Angitu courses. This will help the team identify what worked, what didn't and what we need to change for future courses.
- Collaborate with other Ringa Wera where appropriate to support the wider vision of Te Tihi o Angitu across the organisation.
- Participate, where possible, in national hui for Ngā Kura ā Iwi.
- Provide information to Kaihautū Mātauranga and Pou Angitu when requested for annual reporting.
- The above list is not exhaustive, and the role may change to meet the overall objectives of the business.

**Other Duties**

Additional duties include:

- Attend Te Pūtahi Nui National Conference each year and participate in the Project planning of this event  
Attend ONE other hui as directed by Pou Angitu and participate in the Project planning of this event

**Key Performance Indicators**

- Fulfil other duties as required by management or other department personnel as requested

KEY PERFORMANCE INDICATORS	SUCCESS FACTORS
<p><b>Rakahinonga course design</b></p> <p>Lead the design and development of Rakahinonga courses at Level 5+ of NZC/Te Marautanga o Aotearoa for Uri within Te Whare Angitu. Courses enhance Uri educational outcomes.</p> <p>Provide information for the promotion of courses to the NKAI network.</p> <p>Design and prepare module and lesson plans for Rakahinonga courses, including assessment opportunities where necessary. Programmes of</p>	<p>Innovative Rakahinonga 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.</p> <p>Clear and concise information is provided to the communications team for course promotion.</p> <p>Course module plans, lessons plans, and accompanying resources are developed. Assessment procedures are adhered to and</p>

<p>learning are relevant, challenging and meet the individual needs, interests and abilities of Uri.</p> <p>Maintain current knowledge of emerging Rakahinonga content and technologies and make recommendations for growth and development for the betterment of Te Whare Angitu.</p>	<p>assessment material is produced to support these processes.</p> <p>Course is adapted to reflect new or emerging Rakahinonga developments. New learning in Rakahinonga is shared across the Te Whare Angitu team.</p>
<p><b>Rakahinonga course delivery</b></p> <p>Ensure Te Whare Angitu pedagogical approach informs course design and delivery.</p> <p>Deliver the Rakahinonga courses through excellent and effective pedagogy. Maintain high expectations of self and others to ensure course is run to a high standard.</p> <p>Deliver Rakahinonga courses through both face to face (wānanga at the beginning of each term) and online delivery (at least three hours online classes per week, small group and/or individual tutoring where appropriate, online forum facilitation and communication, responsive Uri support where needed).</p> <p>Collect evidence on impact of teacher practice and, with support, reflect and review to ensure ongoing growth and development.</p>	<p>Pedagogy reflects Te Whare Angitu aspirations and expectations - high quality teaching and learning that support Uri to achieve their personal excellence.</p> <p>Courses are engaging, Uri retention is above 90% and achievement above 90%.</p> <p>Uri are engaged and achieving in courses. Attendance to both face to face and online components is above 90%. Uri learning needs are met through a range of mechanisms. Uri are achieving to their potential within the courses.</p> <p>A wide range of evidence is collected regularly and used to reflect on and grow practice.</p>
<p><b>Operations and Processes</b></p> <p>Promote and maintain an organised schedule of course and lesson information, including communications plan, lesson plans, data collection and tracking.</p> <p>Manage the maintenance of documentation, files and recordable actions to meet any applicable audit and policy compliance</p> <p>Store all documentation and materials digitally</p>	<p>All applicable resources are available to members for courses</p> <p>All courses and lessons are purposeful and focussed with the end user in mind – te tihī o Angitu. Our programmes are Uri centered to achieve optimum Uri learning experience and achievement</p> <p>All work is well documented and stored in Google for teaching and learning, and Microsoft 365 Teams and SharePoint for Ringa Wera communication and collaboration.</p>
<p><b>Maintain Key Relationships</b></p> <p>Develop and maintain key working relationships with the Te Whare Angitu and Ringa Wera team to ensure coherency across the team and organisation.</p> <p>Connect and foster relationships with our members to ensure they are aware of the support and courses that are available for Uri</p> <p>Provide information to all stakeholders in a timely and accurate manner to support strategies, communications and activities, and provide clarity and transparency.</p> <p>Identify and foster partnerships with other Rakahinonga experts to build partnership opportunities</p> <p>Develop and maintain quality relationships with external stakeholders to ensure our members have a range of expertise that contributes to courses.</p>	<p>Stakeholder relationships are strong, reciprocal, and purposeful.</p> <p>Relationships are underpinned by trust and collaboration and enhance the reputation of Ngā Kura ā Iwi o Aotearoa.</p> <p>NKAI network is aware of the Rakahinonga pathway within Te Whare Angitu.</p> <p>Communication to stakeholders (Kura, Uri, Whānau) is clear, timely and regular and results in ongoing engagement.</p> <p>Promotion, presentation and execution of workshops and support are recognised as high quality and engaging</p> <p>High participation in Te Pae Mahi Tahi online spaces</p>

Uphold and maintain the highest standard of personal and organisational integrity	
<b>Health and Safety</b> Comply with all NKAI Health and Safety policies and procedures Recognise and address circumstances to prevent unhealthy or unsafe situations Perform all duties with safety and care Report faults or safety issues	Health safety and wellness policies and procedures are adhered to and complied with Risks are identified and mitigation action taken Zero harm while carrying out duties Incidents are reported immediately to relevant team member Forms are completed that accurately reflect risks and health and safety issues
<b>Other duties and responsibilities</b> Undertake other duties as required provided the kaimahi has the required skills and qualifications Undertake professional development Attend regular Ringa Wera hui as requested Attend NKAI events as requested	Requests by the upline Manager and Lead are undertaken Professional development is undertaken as agreed Hui are attended as required Positive engagement is demonstrated in all NKAI activities

**Required qualities**

- Professional approach
- Ability to work under pressure
- Organisational and time management skills
- Excellent attention to detail

**Desired competencies**

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

**PERSON SPECIFICATION**

**Qualifications**

- Tertiary qualification
- Current NZ Teacher Registration would be an advantage
- Full NZ Driver's Licence (Class 1)

**Experience**

**Successful track record in:**

- 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 Rakahinonga/mathematics curriculum areas.

## Knowledge

### Ngā Āhuratanga Māori

- 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 but not a necessity**
- 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

### Specific Knowledge:

- New Zealand Curriculum
- Te Marautanga o Aotearoa
- Understanding of curriculum development, particularly in Rakahinonga/mathematics
- Online teaching and learning
- Understanding of education systems in New Zealand and relevant education legislation
- Understanding of iwi partnerships and Kaupapa Māori education
- Advanced working knowledge of Microsoft Word, Excel and Powerpoint essential
- Advanced knowledge of NZQA processes and expectations, particularly for NCEA achievement standards
- Advanced knowledge of Microsoft 365 Suite applications as a working platform for day-to-day operations
- Advanced 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
- Skilled in the use of project management tools

## Skills & competencies

- **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. 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**

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

**SIGNED BY YOU**

.....  
Employee

.....  
Date

**SIGNED BY MANAGEMENT**

.....  
Manager

.....  
Date