



JOB DESCRIPTION
TE WHARE ANGITU
KAIHAUTŪ ARA TOA

POSITION	Kaihautū Ara ToA	
LOCATION	Home Based and Attendance at NKAI Hui & Wānanga	
REPORTS TO	Pou Ara ToA	
TENURE	Permanent Position	
SALARY RANGE	\$80,000 - \$100,000 p/a	
KEY RELATIONSHIPS	<p>Internal</p> <ul style="list-style-type: none"> • Pou Ara ToA • Pou Kōkiri • Ngā Ringa Wera • Ngā Ringa Raupā Executive • Ngā Ringa Raupā Whānui • Te Maru o Ngā Kura ā Iwi <ul style="list-style-type: none"> ○ Kaiwhakatere ○ Kaimahi ○ Uri 	<p>External</p> <ul style="list-style-type: none"> • Kura, Wharekura, Whānau, Iwi, Hapori • Kaupapa Māori Māori Medium PLD providers • Education Resource Developers, Writers • Education Agencies where appropriate.

*Te Ara ToA has an excellent framework: **Te Pūtake o Angitu** focused on Uri potential, progress, achievement.*

Ngā Kura ā Iwi o Aotearoa Inc. (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**.

Ngā Ringa Wera – Our Operational Body

The Ringa Wera of NKAI provide a range of services including professional development, support and advocacy. Led by the Pou Kōkiri – Chief Executive Officer, the Ringa Wera team provides the necessary infrastructure to support the work and activities of NKAI with both strategic and day to day operational deliverables.

Ngā Ringa Raupā – Our Governance Body

NKAI has a governance board which consists of representatives (usually the principal) from each school who meet twice a year. The governance board has an executive group (Ringa Raupā Executive) who meet monthly to support the Pou Kōkiri and Ringa Wera team.

Ngā Mātāpono – Our Principles

- **Pono:** We are trustworthy and reliable.
- **Whakaaro Nui:** We respect each other and what we bring.
- **Angitu:** We focus on quality by delivering detail on time.
- **Wānanga:** We honestly challenge the idea to get the best results for our kaupapa.
- **Hāpai Tukuihotanga (Reo me ngā Tikanga):** We uphold our culturalcy.

Working for Ngā Kura ā Iwi o Aotearoa

All Ringa Wera team members work from home in their respective regions, travelling to face-to-face hui and wānanga when necessary. The team functions on a high trust model which is based on team members producing high quality outcomes in a timely way.

Te Tumu Ara TOA

NKAI is focused on our Uri achieving Mana Motuhake as expressed in the NKAI vision for Uri, *Te Tihi o Angitu*. Mana Motuhake ensures that Uri have cultural grounding, knowledge, skills and wellbeing to live a fulfilling and meaningful life. The Vision of NKAI is expressed in Te Tihi o Angitu and consists of three Pou:

- **He Uri Whai Tukuihotanga:** Uri are Champions of our Cultural Identity! Uri are ancestrally driven, secure in their identity, language and culture and committed to their people.
- **He Uri Whai Mātauranga:** Uri are Seekers of Knowledge! Uri are future focused. They are passionate about learning, empowered with transferable skills for life, and are future makers.
- **He Uri Whai Oranga:** Uri are Healthy and Well. Uri have a healthy body, a flourishing spirit, a settled mind, and positive relationships with others.

NKAI believes that the combination of these Pou equip our Uri to be ancestrally driven, future focused and achieve Mana Motuhake. The Te Ara TOA framework supports our communities and Kura to foster Uri potential, monitor Uri progress and celebrate Uri achievement from pre-school to year 13 graduates. The strategy is enabled by our infrastructure that articulates specific strategies to build each of the key elements of the infrastructure to support our strategic initiatives and NKAI network of Kura and communities. These elements focus on Kura ā-Iwi:

- Effective leadership, advocacy, and partnerships;
- Quality business functions including administration finance and HR;
- Technology based communication, collaboration, teaching and learning infrastructure;
- Growth of the NKAI membership; and
- Curriculum development (Te Ara TOA) to support our Kura, Whānau, Iwi, and Communities.

Kaihautū Ara ToA Primary Purpose

The main purpose of this role is to lead and progress the ongoing development and implementation of the Te Ara ToA framework and systems:

- Sound research both within NKAI, the New Zealand Education system and beyond
- Working with the Pou Ara TOA to develop a Te Ara TOA support system for our Te Ara TOA kura which includes support resources and data systems to support the implementation and development of Te Ara TOA.
- Plan and deliver targeted professional learning and development and kura-based support for tumuaki, kaiako, boards, whānau and communities. The main priority are Tumuaki and Kaiako.
- Ensuring that the framework has been designed to work in conjunction with all NKAI kura and their communities to foster Uri potential, monitor progress, and celebrate achievements from pre-school to Year 13 graduates.

The ***Kaihautū Ara ToA*** will be part of the NKAI management team *Ngā Ringa Wera* and will report to the Pou Kōkiri and Pou Ara Toa. The role will ensure that Te Ara TOA is a relevant, meaningful and effective system that supports the vision and aspirations of kura and whānau to realise the potential, progress and achievement of all Uri. The Kaihautū Ara TOA will have accountability for organisational adherence to Ringa Wera values and for the delivery of quality outcomes for our people as set out in the strategic plan.

Key Responsibilities – Aligned to Te Ara ToA Mahere ā-Tau 2023 considerations

Te Ara ToA | Te Pūtake o Angitu – is widely used by our kura because it is meaningful and useful to them, their community, and their context.

- Ensure that the framework and systems focus on the most important Uri skills for each of the Pou Matua of Te Ara ToA.
- Introduce 8 new Kura to test and use the framework to support their kaupapa.
- Provide a targeted programme to support the 14 kura who currently use Te Ara TOA.
- Continue to review and refine the framework with our new and current Te Ara ToA kura.
- Develop appropriate rauemi to support kura to implement the framework.

PLD opportunities support kura to use Te Pūtake o Angitu to monitor, plan, accelerate Uri progress.

- Use formal and informal feedback from hui and wānanga to align PLD programmes to the specific needs of our current and new kura.
- Monitor PLD implementation through analysed evaluative feedback.
- Align the priority Uri outcomes for each pou matua with PLD foci and provision by Te Whare Whakaako:
 - Tukuihotanga:** Te Reo
 - Oranga:** He Uri Manawaroa
 - Mātauranga:** continue ongoing focus on the development of Uri transferrable skills including digital capability, knowledge, experiences.
- Support and guide kura Pou Hāpai to promote and implement the kaupapa and framework with tumuaki, kaiako, whānau and board of trustees.
- Work with our Wharekura Pou Hāpai to consider the relationship and connection between the Kura Marau, NCEA and Te Ara ToA.

Support the Pou Ara TOA with the development of the wider systems to support Te Ara TOA. These include:

- Online collaboration systems for Kura and others involved in Te Ara TOA.
- Online hub through Te Pae Mahi Tahi.
- Research on a possible data system or SMS system to bring all Te Ara TOA data together from TE Ara TOA Kura.
- Ensure that our Te Ara TOA systems can cater for growth when possibly all of the NKAI kura utilise Te Ara TOA and the NKAI network extends beyond the current 43 schools.

Teaching and learning resources are developed to support kura in using the Framework.

- Investigate, research, and collate useful resources that kura can readily access and use to support the learning needs and interests of their uri.
- Use feedback to prioritise resource development that target uri priority outcomes across the pou matua.
- Work with Te Tumu Paepae to develop and promote **He Rourou** as the central source for quality, relevant and useful resources.
- Develop a working relationship and partnership with the MoE to ensure that appropriate resources are readily available to support Te Ara ToA priority uri outcomes.
- Develop new resources where required to further support Uri potential, progress, achievement in targeted areas.

Direct report to the Pou Ara ToA

- Ensure that Te Ara ToA is a relevant, meaningful, effective system that supports the vision, aspirations of kura, supporting potential, progress, achievement of all ākongā.
- Provide the Pou Ara ToA with an informed narrative within a culture of no surprises remit.
- Adhere to NKAI and Ngā Ringa Wera values, mātāpono.
- Deliver quality outcomes for our people – kura, kaiako, uri, whānau, iwi, hāpori.

Advisory Capacity

The Kaihautū Ara ToA will be a member of the Kāhui Mana Uri to support the focus on Uri potential, progress and achievement through the implementation of the framework and systems across the NKAI movement and infrastructure. This will be an important checkpoint for the Kāhui around the effectiveness of Te Ara ToA in fostering and promoting the intent and kaupapa of the Pou Matua and framework systems across the organisation and in our kura.

Internal Ringa Wera Responsibilities

- Meet once a week with the Pou Ara ToA.
- Meet once a week with our Ringa Wera whānau.
- Provide Te Ara ToA summary reports when scheduled for Pou Kōkiri reporting to Ringa Raupā.
- Meet with Whare / Tumu Pou and or Ringa Wera as required for support, guidance, input to Te Ara ToA developments, initiatives, projects.
- Attend Kāhui Mana Uri hui; provide formal and or informal updates where required.
- Attend NKAI wānanga and hui where required.

- Present workshops, presentations at NKAI wānanga and hui where required.

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.

Focus Capabilities

The focus capabilities for the role are the capabilities in which the Kaihautū Ara ToA 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 NKAI in an honest, ethical and professional way. • Set an example for others to follow; 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 range of audiences, 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 & 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.

<p>Results Think & Solve Problems</p>	<p>Advanced</p>	<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 option. • 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.
<p>Business Enablers Project Management</p>	<p>Capable</p>	<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.
<p>People Management Manage & Develop People</p>	<p>Capable</p>	<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.

Essential Skills

- Mārama ki te ao Māori with experience working within te ao Māori settings.
- Matatau ki te reo Māori, tikanga Māori, tikanga ā-iwi
- Skilled in setting clear kaupapa and direction for Māori.
- Comprehensive knowledge of current NZ education systems, legislation – supported by solid foundations in iwi partnerships, kaupapa Māori education.
- Knowledge, experience working with qualitative/quantitative data, analysis, reporting in education settings.
- Experience in providing sound leadership, mentoring to kaiako, kaimahi in kura.
- Up-to-date knowledge of how tumuaki operate, their responsibilities in meeting MoE, ERO, TC requirements.
- Knowledge of NZQA protocols, practices for NCEA an advantage, not mandatory.

- Knowledge of Te Marautanga o Aotearoa and Marau ā-Kura development, implementation.

Desirable qualities:

- Teacher Education Qualification(s) – experienced, expert classroom management, teaching practice, some management experience.
- Robust, well-rounded business acumen.
- Ability, awareness to remain apolitical (unpolitical).
- Strong people leadership skills – able to bring parties together, connecting, building, unifying.
- Experience to effectively manage internal, external stakeholders through advocacy, negotiation, collaboration.
- Ability to influence, persuade, inspire others to achieve desired results.
- Able to be assertive, decisive, confident when required, but equally can seek advice.
- Write, communicate fluently, persuasively in a range of styles, formats.
- Proven ability to work collaboratively, to develop and maintain effective relationships.
- Established connections with iwi linked to NKAI highly regarded.

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.