



JOB DESCRIPTION

TE WHARE ANGITU

POU ANGITU

POSITION	Te Whare Angitu: Pou Angitu
LOCATION	Home Based and Attendance at NKAI Hui & Wānanga
REPORTS TO	Pou Kōkiri
TENURE	Permanent Position
SALARY RANGE	\$120,000 - \$145,000 per annum.

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

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**.

Pou Angitu Primary Purpose

Te Whare Angitu is a new, innovative, kaupapa that compliments the learning and development that our students experience in their schools. The Pou Angitu will be appointed to continue to establish and lead Te Whare Angitu. The goal of Te Whare Angitu is for our students, especially those in our Wharekura (Year 9 – 13) to have access to excellent student focused, cultural, academic, wellbeing and sports opportunities delivered by experts. These learning and development opportunities will be facilitated through a combination of technology-based distance learning strategies and effective pedagogy for rangatahi Māori including “wānanga.”

Te Whare Angitu will be part of and utilise Ngā Kura ā Iwi’s organisational infrastructure and networks. The successful applicant will provide a range of high-level advocacy, coordination and

project leadership services to Ngā Kura ā Iwi with a focus on delivering excellent learning and development opportunities directly to our NKAI students.

The successful person will have the ability to develop and implement strategies to lead Te Whare Angitu and support the achievement of NKAI's vision, strategic goals and operational objectives.

Key Responsibilities:

- To work in conjunction with all Ngā Kura ā Iwi schools and their Iwi partners to develop, advance and progress the strategies and programmes prepared by Ngā Ringa Raupā Executives (NRRE) for implementation.
- Implement, monitor and report to the CEO on Te Whare Angitu operational and project plans to inform decision making and support achievement of organisational objectives.
- Research and prepare strategic advice, information and reports on diverse and complex policy, planning and operational matters to facilitate informed decision making and planning.
- Provide issues management and support, responding to emerging issues to ensure effective resolution with minimal risk to the organisation.
- Lead the Whare Angitu team of Ringa Wera to deliver the services to our Uri and Kura to achieve the strategic goals of Te Whare Angitu and the wider NKAI movement.
- Lead key projects and initiatives to support the achievement of NKAI's strategic and operational objectives. The priority leadership areas to be led by the Pou Angitu in Te Whare Angitu are:
 - **Angitu Pedagogical Approach:** The Angitu approach to Uri potential, progress and achievement is underpinned by our culture, wānanga, effective distance learning strategies and context/subject/kaupapa specific best practice pedagogy.
 - **Infrastructure:** Finance and Information Technology systems (Communication, Collaboration, Teaching and Learning) align to NKAI systems to support all functions across Te Whare Angitu.
 - **Personnel:** Excellent staff are contracted or employed and looked after to ensure excellence in teaching, learning and student outcomes in this innovative Whare Angitu learning model.
 - **Angitu Student Welfare:** Our Uri who enter the Whare Angitu are engaged, challenged, safe and thrive.
 - **Tukuihotanga:** Our Uri are engaged in excellent, high quality programmes to further equip them to be champions of our cultural identity.
 - **Mātauranga:** Our Uri thrive in excellent targeted quality Angitu programmes, especially senior secondary learning programmes to achieve their post wharekura goals.

- **Oranga:** Our Uri have access to quality, meaningful wellbeing and sporting opportunities that support their wellness and their potential.
 - **Quality Assurance Systems:** Excellent quality assurance systems are in place to protect the integrity and wellbeing of all involved in Te Whare Angitu.
 - **NKAI Mahi Tahī Online Hub:** All Whare Angitu services are operating effectively within the NKAI Mahi Tahī Online Hub.
- Support the implementation and evaluation of administrative practices, systems and procedures to optimise efficiency and support the achievement of quality outcomes
 - Support the CEO to deliver the goals and objectives as set out in the NKAI Annual Operational Plan.

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 Pou Angitu is directly accountable to the Pou Kōkiri (CEO).

The Pou Angitu will report to Ringa Raupā Executive and MOE via the CEO report and will provide expert plans, reports and advice.


The Pou Angitu 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 a Iwi schools 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
 <p>Personal Attributes</p>	Display Resilience and Courage Act with Integrity Manage Self Value Diversity	Advanced Advanced Advanced Advanced

 <p>Relationships</p>	<p>Communicate Effectively Work Collaboratively Influence and Negotiate Deliver high level and proactive service to clients</p>	<p>Advanced Advanced Advanced Advanced</p>
 <p>Results</p>	<p>Deliver results Plan and Prioritise Think and Solve Problems Demonstrate Accountability</p>	<p>Advanced Advanced Advanced Advanced</p>
<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

		<ul style="list-style-type: none"> ▪ 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
Relationships Influence and Negotiate	Advanced	<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 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
Business Enablers Project Management	Capable	<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
People Management Manage and Develop People	Capable	<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.

Essential Skills

- Passionate about uri-focused outcomes
- Understanding of education systems in New Zealand, and relevant education legislation
- Knowledge of how school principals operate and their responsibilities to meeting Ministry of Education requirements.
- Strong knowledge of NZQA protocols and practices for NCEA.
- Strong knowledge of Memorandum of Agreement process.
- Possible iwi links already formulated with iwi linked to the NKAI organisation.
- Well established iwi links and networks across Aotearoa.
- In-depth experience in kaupapa Māori education
- Strong understanding of education systems in New Zealand
- High Digital Capabilities

- Fluent in Te Reo me ōna Tikanga

Desirable qualities:

- Have existing relationships with kura Māori
- Ability to manage and navigate through different kura and iwi contexts
- Knowledge of, and experience in working with both qualitative and quantitative data and analysis.
- Knowledge of NKAI network and how the organisation works
- Up-to-date knowledge of school requirements for NCEA and Year 1 – 13 curriculum developments.