

## Position Description

### Te Aho o Te Kura Pounamu

<b>Position:</b>	Kaiāwhina
<b>Wāhanga:</b>	Learning Delivery
<b>Location:</b>	In region
<b>Reporting to:</b>	Regional Manager or Team Leader or Kaiārahi Toiora
<b>Salary range:</b>	SSSCA Grades 3 and 4

### Position Context

Te Aho o Te Kura Pounamu (Te Kura) is New Zealand's largest school with over 14,000 ākonga (students) at any point in time and annually over 24,000, most of whom live in New Zealand. Te Kura is a state-funded distance education provider that offers a wide range of personalised learning programmes and courses, from early childhood to NCEA Level 3, including to young adult and adult learners, which are mostly delivered online. We have kaimahi (staff) located throughout New Zealand, three quarters of kaimahi are teachers.

Our vision is to enable our ākonga to achieve their educational and personal goals, empowering them to become engaged and contributing members of their communities. That means putting our ākonga at the centre of their learning by providing a flexible, personalised approach, so that they can choose when and where they learn. We support ākonga, Ki te tī, ki te tā, ki te katoa – Anytime, anywhere, anyone.

### Purpose Statement

Our kaiāwhina are focused on providing support for ākonga so that they are able to confidently access their learning, participate in online and face-to-face learning opportunities, and plan their next steps.

Kaiāwhina are a key part of the learning delivery team working closely with individual ākonga and alongside other regional kaimahi (including Kaiako, Kaimanaaki, Kaiārahi Toiora and Team Leaders) to identify ākonga who may need support in engaging with learning, navigating our systems, taking up online and face-to-face opportunities for Leaving to Learn | Learning experiences outside school, and enhancing their wellbeing.

The kaiāwhina is a 'significant adult' for ākonga, working alongside them to ensure they feel included, and emotionally and culturally supported. The Kaiāwhina mentors, motivates, encourages, challenges and supports ākonga, both individually and in small groups, as ākonga engage in their learning activities.

The position holder will carry out the position duties in a manner that supports and reinforces the vision, strategic priorities and values of Te Kura and complies with all Te Kura policies and procedures.

In particular, Te Kura is committed to providing a safe and healthy work environment and complies with the Health and Safety at Work Act 2015. As a position holder you are required to comply with all Te Kura health and safety policies and procedures and to take responsibility for your own actions. The position holder is required to report any health and safety risks and issues to their manager.

### Key Accountabilities

Key Accountabilities	Major Tasks/ Activities
<b>Ākonga Support</b>	<ul style="list-style-type: none"> <li>• Build rapport and trust with ākonga, support ākonga to feel valued, confident in their own abilities and skills, and able to rise to a challenge</li> <li>• Work alongside individual ākonga, or small groups, supporting and encouraging ākonga to participate in learning activities</li> <li>• Support ākonga to develop their learning plan and future pathway</li> <li>• Mentor and support ākonga to achieve their learning goals</li> <li>• Support ākonga to understand and participate in Leaving to Learn opportunities (learning experiences outside school)</li> <li>• Support ākonga to navigate Te Kura learning systems and build knowledge and skills in using technology</li> <li>• Use a variety of communication methods to effectively support ākonga</li> <li>• As required, work as a Kaimanaaki with a group of Young Adult (aged 16-19) ākonga. The Kaimanaaki role is a pastoral support role which can be carried out by a kaiako, kaiāwhina or other kaimahi.</li> </ul>
<b>Cultural Responsiveness</b>	<ul style="list-style-type: none"> <li>• Support all ākonga to engage and experience academic success by acknowledging their culture, language and identity, in particular priority learners such as Māori and Pacific ākonga</li> <li>• Value identity, language and culture in the delivery of learning to support ākonga Māori to engage and experience success (integrate elements of ākonga Māori identity and culture into the curriculum)</li> <li>• Support ākonga Māori through knowing their potential, setting goals and taking action to enjoy success (high expectations/access to learning pathways of their choice)</li> <li>• Make learning relevant, engaging, rewarding and positive for ākonga Māori</li> <li>• Collaborate with iwi, Māori and other organisations to lift ākonga performance</li> <li>• Establish and maintain collaborative and respectful relationships and professional behaviours that enhance learning and wellbeing for Pacific learners</li> <li>• Display understanding and respect for Pacific cultures, languages and networks</li> </ul>

	<ul style="list-style-type: none"> <li>• Demonstrate awareness of the diverse and ethnic-specific identities, languages and cultures of Pacific learners</li> <li>• Collaborate with Pacific organisations to lift ākonga performance</li> </ul>
<b>Teamwork and collaboration</b>	<ul style="list-style-type: none"> <li>• Work collaboratively with both internal and external stakeholders to achieve shared outcomes</li> <li>• Communicate regularly and effectively with other kaimahi across Te Kura about support for identified ākonga</li> <li>• Attend team meetings and other hui as required</li> <li>• Contribute to planning sessions as required</li> <li>• Work with your line manager to escalate issues and concerns as required</li> </ul>
<b>Use of technology, systems and data</b>	<ul style="list-style-type: none"> <li>• Use Te Kura's Student Management System, learning management systems (My Te Kura and My Korowai) and other platforms to support and communicate with ākonga, whānau and other Te Kura kaimahi</li> <li>• Use Te Kura data to understand ākonga engagement and achievement and to prioritise ākonga who most need support</li> <li>• Keep records as required for your role for monitoring and reporting purposes</li> </ul>
<b>Other Duties</b>	<ul style="list-style-type: none"> <li>• Carry out other duties connected to the role as required from time to time that are reasonable within your experience, capabilities and workload</li> </ul>

## Working Relationships

### Internal working relationships

- Te Kura regional kaimahi in the Learning Delivery Wāhanga including kaiako, kaimanaaki and team leaders
- Te Kura kaiāwhina across Te Kura
- Te Kura kaimahi in other Wāhanga including Student and Whānau Support and IRG
- All Te Kura kaimahi

### External working relationships

- Ākonga and whānau
- Local providers including youth services, secondary-tertiary providers, Leaving to Learn providers
- Iwi and hapu, local Pacific groups

## Delegations

Financial: Nil  
Human Resources: Nil

## Major Challenges

- Building relationships with ākonga who have been disengaged with education or are at-risk of becoming disengaged.
- Coordinating with a range of other Te Kura kaimahi to provide personalised support for ākonga.

## Qualifications, Attributes and Experience

Essential	Preferred
<ul style="list-style-type: none"><li>• Excellent interpersonal skills and an inclusive approach, able to quickly build rapport and trust with ākonga</li><li>• Proven and successful experience in working with young people, with a passion for helping young people and the ability to clearly understand their needs</li><li>• Excellent listening skills</li><li>• Excellent literacy and numeracy</li><li>• Cultural awareness and responsiveness across all cultures</li><li>• Awareness of the needs of priority groups of learners, including ākonga Māori and Pacific ākonga</li><li>• Knowledge and experience of Tikanga and Te Reo Māori</li><li>• Sound judgment, initiative and common sense</li><li>• Wide range of life experiences and personal interests</li><li>• Good understanding of Microsoft Office programmes and/or other similar programmes</li><li>• Willingness to learn about and use new technology and learning platforms, and to support ākonga and whānau with technology and our learning platforms</li></ul>	<ul style="list-style-type: none"><li>• Knowledge and experience of a Pacific culture and language</li><li>• Mentoring experience</li><li>• Current first aid certificate</li><li>• Full NZ driver's licence</li></ul>