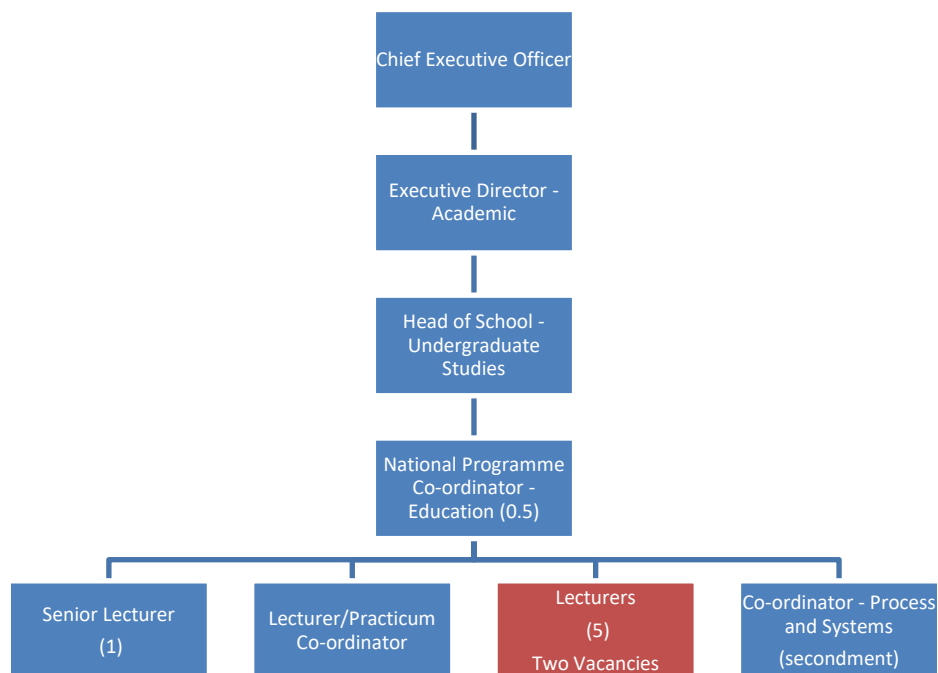


Position Description

Position Title	Lecturer – Education Te Tohu Paetahi Ako, Bachelor of Education (Teaching)	Team/ School:	Education School of Undergraduate Studies
Position Holder		Date	December 2023
Reports to	National Programme Coordinator - Education	Location	Tāmaki Makaurau
Agreed By (Please Sign)	Position Holder		
	Manager/Team Leader		Date
	HR Manager		Date



STATEMENT

The Wānanga:

- is firmly committed to the principle of equal opportunity for all, and recognizes the need to give practical effect to such responsibilities both as an employer and as an educational provider.
- provides a supportive, safe and healthy environment which is conducive to quality teaching, research and community service.
- is committed to providing a workplace free from harassment.

PURPOSE OF POSITION

- To assist the School of Undergraduate Studies and the discipline of Education in particular in meeting its strategic plan. This includes teaching, practicum, research and other general academic and administrative work.
- To assist with the delivery of the Early Years' major in addition to supporting the Primary major of our Tohu Paetahi Ako - Bachelor of Education (Teaching) programme.

DIMENSIONS AND AUTHORITY

Staff Nil

Financial: Nil

RELATIONSHIPS

Internal:

- Head of School and National Programme Co-ordinator (Education)
- Other Education staff/colleagues in Whakatāne, Tamaki and Whāngarei.
- Other Staff, School of Under Graduate Studies
- Academic Registry staff including Administrators (SUGS)
- Corporate Registry Staff including Operations, IT, Finance and Marketing
- CE Office and staff
- Other staff
- Students, Te Tohu Paetahi Ako (Bachelor of Education (Teaching))

External:

- Early Year Practicum Placement Providers; management and associate teachers
- Māori Medium, Pacifica Medium and English Medium settings
- Iwi and hapū
- Community and business organisations
- Professional groups and organisations/associations

KEY RESULTS AREAS

The role of Lecturer – Education encompasses the following major functions or Key Result Areas:

1. Teaching
2. Practicum
3. Research
4. Administration
5. Team and personal effectiveness
6. Effective Communication and client focus
7. General requirements of all Wānanga employees

Key Result Areas What am I meant to do?	How do I know I'm successful?
<p>KRA 1: Teaching</p> <ul style="list-style-type: none"> • Deliver to our students enrolled on our programmes, education of the highest quality. • The outcomes of courses taught exceeds the performance requirements of NZQA/Te Whare Wānanga o Awanuiārangi Academic Board, Teaching Council of NZ and other accreditation agencies. • Provide tutorial support to students enrolled on agreed Wānanga programmes through face-to-face and online teaching and learning platforms. • Promote and teach the education programmes of Awanuiārangi throughout New Zealand and internationally as required. • Recruit students to all and any Wānanga programmes as may be required from time to time. • Demonstrate a commitment to Te Reo Māori, āhuetanga Māori me ngā tikanga Māori. • Provide professional guidance to students on-campus, off-site locations, at noho Wānanga, for placement and through online communications. • Remain current in teaching and learning practice including online pedagogies use of the technology in education, and teaching and learning modes. • Contribute to and practice the dissemination of such knowledge within the programmes. 	<ul style="list-style-type: none"> • Students able to demonstrate a high level of knowledge, skills and practice consistent with course outcomes. • Determined outcomes of the course/programme are exceeded. Evidence of internal and external moderation processes met. • Students follow a coherent learning programme evidenced by; <ul style="list-style-type: none"> • Lesson plans • Assessments • Achievement or Competency • Students receive regular positive feedback on their progress evidenced by formal results and evaluations. • Students have adequate tutorial support and assistance • Assist the marketing director to promote the programme as evidenced by increased student enrolments. Assist with off campus marketing activities. • Incorporate Te Reo Māori, āhuetanga Māori and tikanga Māori into the papers taught. • Participate in such activities. Evidenced by desk diaries, workbooks, online use, and meeting minutes. Agreed outcomes achieved. • Courses will reflect the best research and exemplary practices. Adopt and utilise the eWānanga Online Learning system for delivery support of programmes. Professional and development outcomes agreed and achieved. • Positive student evaluations. • Course completion outcomes • Teacher registration and full practicing certification with Teaching Council is continually updated and maintained.
<p>KRA 2: Practicum</p> <ul style="list-style-type: none"> • Ensure students meet the practicum placement requirements of their programme of study by getting students ready for practicum, and conducting and assessing student teacher performance in classroom settings. 	<ul style="list-style-type: none"> • Practicum readiness is consistent with programme outcomes and meet Teaching Council standards and Code of Responsibilities. • Conduct and assess student teacher performance in classroom settings and evidence held.

<ul style="list-style-type: none"> • Remain current in relevant curriculum, in the use of the technology in centres, kohanga, kura and schools and with current learning practices. Contribute to and practice the dissemination of such knowledge within the programme. 	<ul style="list-style-type: none"> • Student feedback is timely and reported in agreed format and to requirements specified and agreed with manager. • Evidence of students successfully completing practicum requirements of Te Tohu Paetahi Ako - Bachelor of Education (Teaching) programme are held. • Evidence of currency of knowledge in curriculum, use of online teaching and learning technology, and current learning practices is communicated and demonstrated. Evidence of current information and knowledge disseminated is held.
<p>KRA 3: Research</p> <ul style="list-style-type: none"> • Engage in and complete approved research project(s). This might mean your own small-scale projects or as part of a team on larger School or discipline projects receiving external research funding. • An experienced researcher will be engaging in Performance Based Research Fund activities, and where appropriate lead research projects on behalf of the School. • Assist in the provision of resources and publications. 	<ul style="list-style-type: none"> • Research activity and outputs to be agreed with Manager and recorded in annual workload plan. • Research outputs must be aligned to approved research projects, and the completion of milestones and final reports exceed manager, and internal or external funding agencies expectations. • Research outputs may include: <ul style="list-style-type: none"> ○ Published works OR ○ Seminar presentation to staff at professional development meetings OR ○ Presentation of papers at external conferences. • Conference/presentation papers and published works are to be made available to the library. • Evidence of resources and publications held.
<p>KRA 4: Administration</p> <ul style="list-style-type: none"> • Participate in and contribute to the academic and administrative processes in the Wānanga. • Undertake particular tasks and responsibilities to maintain the effective and efficient administration of the Institute and Schools whose programmes we deliver. 	<ul style="list-style-type: none"> • Attendance at School, Programme, Academic Committee and Wānanga meetings evidenced in minutes held. • Involvement in policymaking and implementation of policy. Evidence of participation held. • Maintain time frames for the efficient administrative management of the programme(s) as evidenced by written communications, and the completion of documentation that complies with relevant programme and administration process requirements.

<p>KRA 5: Team and Personal Effectiveness</p> <ul style="list-style-type: none"> • Provides relief to Education team members during leave or peak workload. • Documents critical functions within areas of responsibility. • Where appropriate carries out co-ordination duties effectively and efficiently. • Continual updates own knowledge and skills relating to technology, administrative systems and other related to the position. 	<ul style="list-style-type: none"> • Team are supported as required. • Feedback evidences good communication is fostered with the team and other staff members. • Timely completion of Programme Academic Committee (PAC) duties. • Work processes are updated on an annual basis. • Professional development and training is undertaken as required and as directed.
<p>KRA 6: Effective Communication and client focus.</p> <ul style="list-style-type: none"> • Develop effective relationships with stakeholders, clients and external agencies through provision of information and development of effective communication channels in order to influence quality thinking internally and externally, advocate across stakeholder organisations, work with agencies and other external organisations to contribute to the Quality Improvement way of working. 	<ul style="list-style-type: none"> • Positive relationships and communication and liaison with external education providers and stakeholders is maintained at all times. • Reputation of TWWoA is positively built and maintained • A strong customer focus is maintained.
<p>KRA 7: General Requirements of all Wānanga Employees</p> <ul style="list-style-type: none"> • Possess a student-centric work ethic. Actively seek to provide the best possible service to our students; • Promote the Wānanga as a positive and dynamic learning environment; • Commit to providing quality education; • Strive for high student retention and success; • Meet your obligations under the Health and Safety at Work Act 2015 by; <ul style="list-style-type: none"> ○ Being responsible for maintaining a safe and healthy workplace ○ Following health and safety rules, policies and procedures, ○ Reporting accidents, injuries and unsafe equipment, practices or conditions ○ Taking reasonable care to look after your own health and safety at work, your fitness for work, and the health and safety of others; • Be culturally aware; and supportive of equal educational opportunities for all; • Under the Public Records Act 2005, everyone working within Te Whare Wānanga o Awanuiārangi is responsible for creating and maintaining full and accurate records of the activities of the organisation, carried out within established records management guidelines; • Participate in the Wānanga appraisal process; • Improve and develop yourself through training and professional development opportunities; • Undertake any other key duties as agreed with your Manager. 	

The responsibilities and expectations outlined in this job description may after consultation vary from time to time according to the needs of the Team, and the clients of Wānanga. Instructions for any variances will be communicated by the Manager.

Person Specification

Technical/Professional Qualification	
Essential	Desirable
<ul style="list-style-type: none"> • Master’s degree in Education. • Registered Teacher with the Teaching Council of New Zealand, with current full practicing Certificate (Category 1) • A current, unrestricted private motor vehicle licence. 	<ul style="list-style-type: none"> • PhD. • Adult teaching qualification.
Experience	
<ul style="list-style-type: none"> • Tertiary teaching experience, at degree level. • Tertiary teaching experience relevant to delivering curriculum, Early Years courses including practicum in the classroom. • Applied knowledge of Te Whāriki, Te Marautanga o Aotearoa, and the New Zealand curriculum. • A minimum of five-years primary or Early Years teaching experience (Kura Kaupapa or mainstream). 	<ul style="list-style-type: none"> • Evidence of sound relationships and commitment to Iwi, community, industry and professional groups.
Skills and Attributes	
<ul style="list-style-type: none"> • Working knowledge of tikanga and Te Reo Maori skills to at least intermediate level and/or Pacifica languages proficiency and knowledge and practice of Pacifica cultural competency. • Knowledge of the regulatory requirements regarding teaching. • Demonstrated excellence in teaching, using a variety of skills and ranges of methodologies and techniques. Competent user of online teaching tools. • Current knowledge of education professional development issues 	<ul style="list-style-type: none"> • Fluency in Te Reo Māori and/or Pacifica languages. • Able to competently apply Tikanga Māori in educational settings.
Competencies	Looks Like
<p>Values Alignment</p> <p>Aligning personal values with organisational values. Modelling commitment to organisational values. Identifying and committing to personal goals, aspirations, and values, and integrates these into practice.</p>	<ul style="list-style-type: none"> • Examines and clarifies personal values and behaviours • Communicates and models’ organisational values • Uses organisational values in decision-making • Manages own personal development and learning.

<p>Tauira/Customer Service</p> <p>Proactively develops student/customer relationships by making efforts to listen to and understand the tauira/customer (both internal and external); anticipating and providing solutions to tauira/customer needs; giving high priority to tauira/customer satisfaction.</p>	<ul style="list-style-type: none"> • Focuses on tauira/customer needs and meets or exceeds their requirements • Clarifies tauira/customer needs • Confirms satisfaction • Listens and empathises • Develops approaches that provide total solutions for tauira/customers
<p>Work Standards</p> <p>Setting high goals or standards of performance for self and organisation; being dissatisfied with average performance; self-imposing standards of excellence rather than having standards imposed by others.</p>	<ul style="list-style-type: none"> • Sets high performance standards • Emphasises high standards to others • Shows pride when standards are met • Shows dissatisfaction with substandard performance.
<p>Attention to Detail</p> <p>Accomplishing tasks through concern for all areas involved, no matter how small; showing concern for all aspects of the job; accurately checking processes and tasks; maintaining watchfulness over a period of time.</p>	<ul style="list-style-type: none"> • Clarifies details of tasks • Completes all details • Checks outputs for accuracy and completeness • Follows established procedures • Maintain checklist to cover details.
<p>Results Orientation</p> <p>Establishing a course of action individually or with a team to accomplish specific goals which are challenging and beyond current expectations. Working with team members to plan their assignments and appropriate allocation of resources. Establishing procedures to analyse and monitor the results of delegations, assignments or projects.</p>	<ul style="list-style-type: none"> • Sets clear, challenging accountabilities and performance objectives and measure the results • Commits to action individually, or in the team
<p>Technical/Professional Knowledge</p> <p>Having achieved a satisfactory level of technical and professional skill or knowledge in position-related areas; keeping abreast of current developments and trends in area of expertise.</p>	<ul style="list-style-type: none"> • Understands technical terminology and developments • Knows how to apply a technical skill or procedure • Knows when to apply a technical skill or procedure • Performs complex tasks in area of expertise.
<p>Teamwork/Collaboration</p> <p>Building and participating in effective teams to accomplish organisational goals. Understanding the importance of collaboration and shared values in creating a high-performance environment. Understanding teams are to drive</p>	<ul style="list-style-type: none"> • Contributes to team development, shares ideas and achievement of results • Clarifies roles and responsibilities, and priorities • Looks to help others

for better results and enhanced performance;
teamwork is as important as teams.

- Supports team decisions and shares accountability within the team
- Works co-operatively and exchanges information freely.

TE WHARE WĀNANGA O AWANUIĀRANGI - VISION, MISSION AND VALUES;

VISION

Rukuhia te Mātauranga ki tōna hōhonutanga me tona whānuitanga. Whakakiia ngā kete a ngā uri o Awanuiārangī me te iwi Māori whānui ki ngā taonga tuku iho, ki te hōhonutanga me te whānuitanga o te mātauranga kia tū tangata ai rātou i ngā rā e tū mai nei.

Pursue knowledge to the greatest depths and its broadest horizons. To empower the descendants of Awanuiārangī and all Māori to claim and develop their cultural heritage and to broaden and enhance their knowledge base so as to be able to face with confidence and dignity the challenges of the future.

MISSION

Ū tonu mātou ki te whai ki te rapu i te hōhonutanga o te mātauranga kākanorua o Aotearoa, kia taea ai te kī, ko wai anō tātou, me te mōhio ko wai tātou, kia mōhio ai nō hea tātou, me pēhea hoki tātou e anga whakamua.

Parau ana tēnei ara whaingā, hei whakapūmau anō i te tino rangatiratanga, hei taketake ai te ihomatua Māori me ōna tikanga kia ōrite ai te matū ki ngā mātauranga kē.

Koia rā ka tū pākari ai, tū kotahi ai hoki me ngā iwi o te ao tūroa. Koia nei te ia o te moemoeā me ngā tūmanako o Te Whare Wānanga o Awanuiārangī.

Haere mai... Me haere tahi tāua.

We commit ourselves to explore and define the depths of knowledge in Aotearoa, to enable us to re-enrich ourselves, to know who we are, to know where we came from and to claim our place in the future.

We take this journey of discovery, of reclamation of sovereignty, establishing the equality of Māori intellectual tradition alongside the knowledge base of others.

Thus, we can stand proudly together with all people of the world. This is in part the dream and vision of Te Whare Wānanga o Awanuiārangī.

VALUES

Manaakitanga: To respect and care for students, our manuhiri, our communities and each other.

Whanaungatanga: To value all relationships and the kinship connections with our students, our communities and each other.

Kaitiakitanga: To ensure the ongoing sustainability of our organization and to protect and support the unique obligations we have to Ngāti Awa, Mataatua and wider whanau, hapu and marae.

Pūmautanga: To commit to excellence and continuous improvement in everything we do.

Tumu whakaara: To inspire and ethically lead through example and outstanding practice.

BACKGROUND

Te Whare Wānanga o Awanuiārangi is a vibrant and exciting tertiary education institution providing a dynamic learning environment where students can discover their own potential for educational success.

Our programmes are designed to ensure academic excellence – we are benchmarking our programmes against those of other institutions and lifting the bar on standards. As we lift our research capacity, ongoing programme re-development will be informed by best practice.

As a Wānanga, Te Whare Wānanga o Awanuiārangi is charged with delivering tertiary programmes grounded in Kaupapa Māori and Āhuetanga Māori. This means that Māori knowledge and practices are central components to the academic programmes, teaching delivery and student experiences.

Tikanga Māori and Te Reo Māori are central to the way in which we operate and is reflected across Te Whare Wānanga o Awanuiārangi in our programmes and practices. While some of our programmes have a high level of Māori language emphasis, others are designed to support new and emerging language learners.

Te Whare Wānanga o Awanuiārangi further provides programmes that are portable and transferable both nationally and internationally. Therefore, it is important that we explore and integrate the World view of both Māori and other indigenous peoples, and engage in and critique the world views of others.

Transformative approaches to educational achievement are a cornerstone of our broad and unique programme offerings, as we focus on providing an education that will encourage and support community development and growth, enable educational portability for our students both within Te Whare Wānanga o Awanuiārangi and the wider tertiary sector.

Operations are based at three locations – Whakatāne, Tāmaki Makaurau (*Auckland*) and Whāngarei. We also deliver on marae across the Te Ika a Maui (*North Island*).

School of Undergraduate Studies

The School of Undergraduate Studies develops and maintains

- Programmes for educators who through critical discourse will promote and enhance current and future student learning potential.
- Research programmes that enhance Māori knowledge, resources, capability and capacity in the sciences.
- Leading edge capability in educational delivery systems and learning design.
- An integrated set of timely and appropriate programmes online.
- Regional, national and international alliances to enhance our learning and research.