

Position Description

Te Aho o Te Kura Pounamu

Position:	Kaiako Matua (Senior Teacher)
Team:	TBA
Wāhanga:	Learner Services
Location:	In Region
Reporting to:	Regional Leader of Learning
Salary range:	STCA/PTCA/ECHCA

Position Context

Te Aho o Te Kura Pounamu (Te Kura) is New Zealand's largest school with over 12,000 students at any point in time, 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 approx. 450 staff located throughout New Zealand, 75% of whom are Teachers.

Our vision is to enable our students to achieve their educational and personal goals, empowering them to become engaged and contributing members of their communities.

Purpose Statement

The position title has been chosen to reflect the importance and level of influence and mentoring provided by the holders of this position.

‘Kaiako’ reflects the role of facilitating and supporting learning for Te Kura students.

‘Matua’ reflects the seniority and respect at this level of responsibility.

This position is a teaching position and requires the position holder to be a trained and qualified teacher holding a current NZ Teacher Registration.

As part of the Learner Services Wahanga this role is responsible for guiding and supporting learning for Te Kura students by providing national pedagogical leadership for agreed subjects and/or learning areas and/or curriculum levels.

Some aspects of the role may vary from time to time dependent on the level and learning needs of the student groups allocated to them.

A Kaiako Matua is a learning advisor to a group of students who also facilitates curriculum delivery in their areas of specialty, as required. In this role a Kaiako Matua works to create a professional, safe, trusting and collaborative learning environment for students in their learning group that focuses on developing and maintaining the relationships needed for effective teaching and learning. The Kaiako Matua will support, coach and mentor students during their time at Te Kura and help them to prepare for a successful transition to their future pathways.

A Kaiako Matua delivers the NZ Curriculum, or Te Whariki, using a variety of techniques to engage students in learning, and a 'one size fits one approach'. The Kaiako Matua is responsible for providing:

- Students with high quality teaching and learning opportunities that enable them to learn through authentic learning contexts
- teaching programmes that meet the requirements of, where appropriate, NZQF, Learning Progression Framework (LPF) and best teacher practice
- Support that assists students to become confident, connected, actively involved and lifelong learners.

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, makes visible the Te Kura Big Picture principles 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
Leadership	<ul style="list-style-type: none"> • Assist in the co-ordination of workloads of staff, and ensure that resources are allocated according to priority and to maximise skills • Contribute to the quality control of work through regular participation in peer review, and discussion of issues and concerns • Identify and respond to training needs • Build and foster a positive team environment • Promote equity and respect within the workplace • Contribute to performance agreements in curriculum area and provide performance feedback as required • Increase the capability of the team
Contribution to School and Education Sector Initiatives	<ul style="list-style-type: none"> • Share knowledge of curriculum and pedagogy to improve performance individually and collectively • Initiate and participate in the development of teaching resources, strategies and methods • Contribute, attend and participate in school camps, school days and home visits as required

Key Accountabilities	Major Tasks/ Activities
	<ul style="list-style-type: none"> • Participate and contribute in the development of the school's policies and programmes • Participate in school-wide reviews by collating, analysing and evaluating information on the school's performance • Participate in students' extra curriculum activities if required • Willingly participate in activities that benefit colleagues or the school as a whole
Resources and Technology	<ul style="list-style-type: none"> • Initiate and participate in the development of teaching resources, including writing when required • Develop and use a variety of resources and technologies in teaching • Use resources and technologies that are appropriate to the learning objectives for the student • Advise kaiako, students and supervisors on how to manage and use the resources and technology provided
Planning and Preparation	<ul style="list-style-type: none"> • Prepare learning plans • Interpret and adapt the curriculum to meet student needs • Liaise with students, parents, supervisors, client teachers and schools in aspects of planning, goal setting and inclusion • Understand and ensure that the implications of Te Tiriti o Waitangi and Te Reo me ona Tikanga and inclusive practices are reflected in the teaching programme
Delivery of Learning	<ul style="list-style-type: none"> • Assess each student's abilities and learning needs using diagnostic assessments • Adapt teaching approaches and techniques to maximise students' learning opportunities and achievements • Structure programmes that focus and motivate students • Support the development of teacher practice within the rōpū
Assessment and Reporting	<ul style="list-style-type: none"> • Assess students' work according to appropriate criteria • Keep an up-to-date accurate record of student assessments: diagnostic, formative and summative

Key Accountabilities	Major Tasks/ Activities
	<ul style="list-style-type: none"> • Provide timely and high-quality feedback to students about their work • Provide timely feedback to family/whānau, supervisors, client teachers and schools and others involved in the student's programme as required • Compile summative reports on time and in accordance with the school's assessment approach • Provide information and reports to the Team Leader or Regional and National Teaching and Learning Leaders as required • Design and participate in moderation and quality assurance exercises
Motivation of Students	<ul style="list-style-type: none"> • Engage, encourage and motivate students in learning • Involve families/whānau, client teachers and schools in the student's learning • Establish and maintain supportive communication with students, supervisors, client teachers and schools • Make students aware of school and external (e.g. NZQA) requirements, expectations and consequences • Identify risks to students' safety and take appropriate action
Partnership with Tangata Whenua	<ul style="list-style-type: none"> • Observe the spirit and intent of the principles of Te Tiriti o Waitangi • Promote and foster an environment within Te Kura that recognises the aims and aspirations of Māori people
Te reo me ona tikanga	<ul style="list-style-type: none"> • Demonstrate active support for Te Rautaki Reoruatanga, Te Kura's Bilingual Strategy • Model increasing use of Te Reo Māori in daily interactions • Demonstrate respect for, and increasing knowledge of tikanga Māori
Educational Outcomes	<ul style="list-style-type: none"> • Assist, develop and implement comprehensive plans and standards for their area of responsibility • Ensure compliance with the NEG's, NAG's and DOP's as they relate to their area of responsibility • Identify reference materials and supplementary resources and ensure these are readily available to all relevant staff

Key Accountabilities	Major Tasks/ Activities
	<ul style="list-style-type: none"> • Assist in the development of a school wide educational resource production schedule • Lead and/or assist in the evaluation process for assessing student learning outcomes in their area of responsibility
Cultural Responsiveness	<ul style="list-style-type: none"> • Demonstrate respect for tikanga Māori and the principles of Te Tiriti o Waitangi • Support all students to engage and experience academic success by acknowledging their culture, language and identity, in particular priority learners such as Māori and Pacific • Value identity, language and culture in the delivery of learning to support Māori students to engage and experience success (integrate elements of student's identity and culture into the curriculum) • Support Māori students through knowing their potential, set goals and take action to enjoy success (high expectations/access to learning pathways of their choice) • Make learning relevant, engaging, rewarding and positive for Māori students • Collaborate with iwi and Māori organisations to lift student's performance. • Collaborate with other organisations to lift all students' performance • Display a broad and significant understanding and respect for Pacific cultures, languages and networks • Demonstrate awareness of the diverse and ethnic-specific identities, languages and cultures of Pacific learners • Establish and maintain collaborative and respectful relationships and professional behaviours that enhance learning and wellbeing for Pacific learners • Implement pedagogical approaches that are effective for Pacific learners • Engage positively with Pacific learners
Other Duties	<ul style="list-style-type: none"> • The position holder is expected to perform such other duties as can reasonably be regarded as incidental to the Position Description and such other duties reasonably within their experience and capabilities as may be from time to time assigned following consultation

Working Relationships

Internal working relationships

- Team Leaders
- Regional Managers
- Relationship Coordinators
- National Leaders of Learning
- Regional Leaders of Learning
- Kaiako Matua (Senior Teachers)
- Learning Systems Lead
- Liaison Teachers
- Advisors
- Chief Executive Office staff
- Systems and Support Wāhanga staff

External working relationships

- Students, supervisors and parents
- Other schools and educational professionals
- Government departments and agencies as appropriate
- Iwi and community groups as appropriate
- Community-based organisations and workplaces
- Educational providers (e.g. schools, tertiary providers, additional reading tuition)
- External providers for mentoring or internship and their mentors

Delegations

Nil

Qualifications, Attributes and Experience

Essential

- New Zealand registered teacher registration with current Practising Certificate
- Excellent communication skills, including written, oral and active listening. Quality presentation of ideas, thoughts and arguments to both individuals and groups
- Demonstrated ability to work effectively with others, willing to be involved and participate in activities. Deals effectively with people and is aware of and sensitive to others
- Demonstrated ability to plan in advance where possible, set targets, identify and procure resources
- In-depth knowledge and understanding of Te Whāriki and the New Zealand Curriculum

Preferred

- Working knowledge and ability in Te Reo or a Pacific language
- Specialist knowledge in more than one learning area or in integrating learning across learning areas of NZC and/or Te Whāriki
- Demonstrated ability to apply tikanga Māori in relevant work situations, and commitment to building of knowledge and an understanding of Māori education pedagogy.
- Active in professional learning communities

Essential	Preferred
<ul style="list-style-type: none"> • Demonstrated ability to promote learning; student engagement in learning; respect, understand and communicate with students and families/whānau • Demonstrated ability to determine the facts, evaluate information, form a judgement and decide on an appropriate course of action • Demonstrated ability to focus on personal and team accountability. Willing and able to recognise and support non-performers and to recognise and reward good performers • Enthusiasm in mobilising others to work toward the School's goals by displaying qualities which attract support and fellowship. Able to gain interest then encourage and sustain the performance levels of others. Effective in presenting a message to persuade and influence others • Demonstrated ability to seek and accept responsibility for the work of others. Works through others to achieve results. Identifies the need for change; plans and implements effective change • Demonstrated ability to develop and maintain relationships and networks. Ability to form and maintain professional contacts and partnerships • Demonstrated working knowledge and confident user of IT systems, and ability to deliver full online learning • Demonstrated ability in innovative problem-solving, adaptive approaches, and achievement of goals 	

Schedule A - Kaiako Matua Learning Support - Years 1-10

Schedule A describes the additional duties of the Kaiako Matua Learning Support - Years 1-10.

The key accountabilities/responsibilities may vary from time to time in accordance with operational need and after consultation.

In addition to the key accountabilities/responsibilities and major tasks outlined in this position description, the additional responsibilities are:

- work closely with the National and Regional Leaders of Learning
- responsibility for organising, developing, selecting courses and resources for Learning Support Years 1-10
- assessment and moderation of assessment (e.g. Learning Progressions Frameworks and others)
- teacher development in using resources and assessment methodologies
- teacher development in differentiating materials for student use as required

Schedule B - Kaiako Matua Learning Support - Supported Learning Standards

Schedule B describes the additional duties of the Kaiako Matua Learning Support - Supported Learning Standards.

The key accountabilities/responsibilities may vary from time to time in accordance with operational need and after consultation.

In addition to the key accountabilities/responsibilities, and major tasks outlined in this position description, the additional responsibilities are:

- work closely with the National and Regional Leaders of Learning
- responsibility for organising/developing/selecting courses/resources for:
 - LS100
 - Supported Learning Standards certification for NCEA
- assessment and moderation of assessment for NCEA certification
- teacher development in using resources and assessment methodologies
- teacher development in differentiating materials for student use as required

Schedule C – Kaiako Matua - Years 1-10

Schedule C describes the additional duties of the Kaiako Matua - Years 1-10.

The key accountabilities/responsibilities may vary from time to time in accordance with operational need and after consultation.

In addition to the key accountabilities/responsibilities, and major tasks outlined in this position description, the additional responsibilities are to:

- work closely with the National and Regional Leaders of Learning
 - organise, develop and select courses and resources for Years 1-10
 - assessment and moderation of assessment (e.g. Learning Progressions Framework and others)
 - teacher development in using resources and assessment methodologies
 - teacher development in differentiating materials for student use as required
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Schedule D – Kaiako Matua - Early Years (Curriculum Level 1)

Schedule D describes the additional duties of the Kaiako Matua - Early Years (Curriculum Level 1)

The key accountabilities/responsibilities may vary from time to time in accordance with operational need and after consultation.

In addition to the key accountabilities/responsibilities, and major tasks outlined in this position description, the additional responsibilities are to:

- work closely with the National and Regional Leaders of Learning
- work closely with Team Leaders Years 1 -10
- support ākonga transition from early childhood learning to schooling
- lead the development of strong ākonga foundations in oral language, reading, writing and mathematics
- support the development of critical inquiry at Curriculum Level 1
- contribute to diagnostic assessment planning and implementation at Curriculum Level 1

Schedule E – Kaiako Matua - Literacy (Curriculum Levels 2 - 4)

Schedule E describes the additional duties of the Kaiako Matua - Literacy (Curriculum Levels 2 - 4)

The key accountabilities/responsibilities may vary from time to time in accordance with operational need and after consultation.

In addition to the key accountabilities/responsibilities, and major tasks outlined in this position description, the additional responsibilities are to:

- work closely with the National and Regional Leaders of Learning
- work closely with Team Leaders Years 1 -10
- lead intensive foundational focus on literacy across the curriculum at Curriculum Levels 2 - 4
- support use of the Learning Progressions Framework to reflect learner engagement, progress and achievement at Curriculum Levels 2 - 4
- contribute to diagnostic assessment and implementation planning at Curriculum levels 2 - 4

Schedule F – Kaiako Matua - Numeracy (Curriculum Levels 2 - 4)

Schedule F describes the additional duties of the Kaiako Matua - Numeracy (Curriculum Levels 2 - 4)

The key accountabilities/responsibilities may vary from time to time in accordance with operational need and after consultation.

In addition to the key accountabilities/responsibilities, and major tasks outlined in this position description, the additional responsibilities are to:

- work closely with the National and Regional Leaders of Learning
- work closely with Team Leaders Years 1 -10
- lead an intensive foundational focus on numeracy across the curriculum at Curriculum Levels 2 – 4
- lead learning in Mathematics and Statistics at Curriculum Levels 2 -4
- support use of the Learning Progressions Framework to reflect learner engagement, progress and achievement at Curriculum Levels 2 - 4
- contribute to diagnostic assessment and implementation planning at Curriculum Levels 2 - 4

Schedule G – Kaiako Matua - Integrated Learning (Curriculum Levels 2 - 4)

Schedule G describes the additional duties of the Kaiako Matua - Integrated Learning (Curriculum Levels 2 - 4)

The key accountabilities/responsibilities may vary from time to time in accordance with operational need and after consultation.

In addition to the key accountabilities/responsibilities, and major tasks outlined in this position description, the additional responsibilities are to:

- work closely with the National and Regional Leaders of Learning
- work closely with Team Leaders Years 1 -10
- provide support for integrated, Big Picture, cross-curricular approaches at Curriculum Levels 2 - 4 that support development of ākonga skills, knowledge, capabilities and competencies in critical inquiry, perspective taking and taking action
- work with other Kaiako Matua to support assessment for learning that captures learner engagement, progress and achievement across learning areas

Schedule H – Kaiako Matua - Assessment for Learning and Reporting (Curriculum levels 1 - 5)

Schedule H describes the additional duties of the Kaiako Matua - Assessment for Learning and Reporting (Curriculum Levels 1 - 5)

The key accountabilities/responsibilities may vary from time to time in accordance with operational need and after consultation.

In addition to the key accountabilities/responsibilities, and major tasks outlined in this position description, the additional responsibilities are to:

- work closely with the National and Regional Leaders of Learning and the Assessment and Qualifications Lead
- work closely with Team Leaders Years 1 -10
- support good assessment practice from Curriculum Levels 1 – 5
- support the annual review and implementation of the diagnostics schedule
- provide support for continuous reporting for Early Childhood, Curriculum Levels 1-3 and Te Ara Hou.
- contribute to Te Kura's Assessment Strategy with a focus on ongoing assessment for learning and integration of the Learning Progressions Framework

Schedule I – Kaiako Matua - Te Ara Hou (Fixed-Term)

Schedule I describes the additional duties of the Kaiako Matua – Te Ara Hou (Fixed-Term)

The key accountabilities/responsibilities may vary from time to time in accordance with operational need and after consultation.

In addition to the key accountabilities/responsibilities, and major tasks outlined in this position description, the additional responsibilities are to:

- work closely with the National and Regional Leaders of Learning
- work closely with Team Leaders Years 1 -10
- provide support for integrated, Big Picture, cross-curricular approaches at Curriculum Levels 4 & 5 that support the development of ākonga skills, knowledge, capabilities and competencies in critical inquiry, perspective taking and taking action
- work with other Kaiako Matua to support assessment for learning that captures learner engagement, progress and achievement across learning areas

Schedule J – Kaiako Matua - Coordinator (Fixed-Term)

Schedule J describes the additional duties of the Kaiako Matua - Coordinator

The key accountabilities/responsibilities may vary from time to time in accordance with operational need and after consultation.

In addition to the key accountabilities/responsibilities, and major tasks outlined in this position description, the additional responsibilities are to:

- work closely with the Chief Advisor, Curriculum, National and Regional Leaders of Learning and the Assessment and Qualifications Lead
- work closely with other Kaiako Matua to identify opportunities, risks and solutions and to promote Big Picture connections
- maintain overview of specified curriculum levels, learning areas and subjects
- respond to subject area or curriculum level queries
- facilitate rōpū meetings