



# RINGA ATAWHAI MATAURANGA

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Whangarei

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**Position Title:** Kaiako / Facilitator

**Job Purpose:**

- 1) To plan, prepare and deliver programmes for learners within the Company's scope of accreditation.
- 2) To carry out the administrative tasks required in respect of NZQA requirements, including assessment and moderation commitments.
- 3) To provide appropriate learner feedback, support, educational advice and information where necessary, and
- 4) To create an appropriate and welcoming atmosphere for learners.

**Main Duties and Responsibilities:**

- 1) Plan deliver and report on your programme, using methods and materials appropriate to the learner group and module content.
- 2) Prepare/adapt appropriate teaching materials prior to module delivery.
- 3) Identify/assess the needs of learners and if necessary, adapt module content and delivery style to meet these needs.
- 4) Deal appropriately with individual learner support needs
- 5) Be respectful of cultural diversity so that all learners are treated with respect and dignity in an environment in which a diversity of backgrounds and experience is valued.
- 6) Deal with any harassment or discrimination issues that arise.
- 7) Discuss learning outcomes, assessment and moderation requirements with learners at the commencement of each module.
- 8) Evaluate the effectiveness of learning. Keep records of learners' progress and ensure learners are given feedback on their progress.
- 9) Offer advice on further learning and progression opportunities to learners as required.
- 10) Ensure that all required paperwork is filed within two weeks of the end of the course
- 11) Attend relevant induction and training meetings as required.
- 12) Attend moderation meetings. (Minimum of 2 per annum.)
- 13) Any other duty which, from time to time, may reasonably be required to meet the needs of the organisation.

## **PERSON SPECIFICATION**

### **Skills**

- Good communication skills.
- Able to lead the group in an informal but structured way.
- Able to work both independently and collaboratively.
- Able to motivate learners and encourage participation.
- Able to manage administrative tasks effectively.

### **Personal Qualities**

- Confident and enthusiastic.
- Prepared to work hard.
- Commitment to Mātauranga Māori pedagogy

### **Qualifications**

Tertiary qualified to at least degree level in education, health, management or a related field. A minimum qualification of the Certificate of Adult Teaching and Unit Standard 4098 or the commitment to complete both during employment.

### **Experience and knowledge**

- Five or more years of relevant work experience in the field in which qualifications are held.
- Literacy/numeracy skills developmental experience with a National Certificate in Adult Literacy & Numeracy Education (NCALNE) Educator L5 desirable.
- Experience working in highly-regulated environments
- In-depth knowledge of the tertiary education sector is desirable
- Knowledge of Te Reo mo nga Tikanga Māori protocols o Ngapuhi Nui Tonu
- Knowledge of Mātauranga Māori ideologies and pedagogy.
- Knowledge of Hauora Māori service delivery eg He Korowai Oranga
- Knowledge of key government strategies as they relate to Mātauranga Māori, eg Ka Hikatia and He Uru Kahikatea.
- Skill in analysing and interpreting information
- Report writing, planning, problem-solving, and time management skills

**Expected behaviours for this Position**

- Ability to connect with people: Understands and predicts how groups work.
- Minimises risk, engages people, promotes continuous improvement
- Is a team player
- Builds and manages high-performing teams, coaches and motivates others
- Acts with integrity, is self-aware and has energy and drive