


## POSITION DESCRIPTION

<b>POSITION:</b>	<b>Te Reo Māori and Tikanga/ Kaupapa Teacher (Kaiako Matua)</b>	
<b>STATUS:</b>	Full Time	
<b>TIME:</b>	Full-time (1.0FTE) = 34ppc contact/ 42 periods per cycle (ppc) or Part-time, prorated accordingly	
<b>LOCATION:</b>	Kristin School, Auckland, New Zealand	
<b>VISION / CONTEXT:</b>	Kristin School is an independent co-educational school for students from Early Learning to Year 13, which aims to provide students with a superior all round education, to prepare them to be responsible global citizens, to think creatively, reason critically, communicate effectively and learn enthusiastically throughout life.  Key to the achievement of this vision is the school's strategy of attracting and retaining the Best People.	
<b>VALUES:</b>	Progress with vision, integrity, and love.	
<b>LINE MANAGEMENT:</b>	<ul style="list-style-type: none"><li>• Reports directly Head of Faculty - Languages</li></ul>	
<b>KEY RELATIONSHIPS:</b>	<ul style="list-style-type: none"><li>• Principals, Middle &amp; Senior School</li><li>• Executive Principal, Senior Executive Team</li><li>• Assistant Principals &amp; Deans</li><li>• Other Teachers</li><li>• Curriculum Leaders</li><li>• Students and their families</li><li>• Local kaumatua, Iwi, Marae for Kristin.</li></ul>	
<b>SALARY:</b>	Teacher as per designated level	
<b>JOB PURPOSE</b>	The Te Reo and Tikanga Teacher (Kaiako Matua) is responsible for developing and implementing Te Reo Māori as a language option for Middle and Senior Schools. This role also demonstrates commitment to tangata whenuatanga and Te Tiriti o Waitangi partnership in Aotearoa New Zealand. Understand and recognise the unique status of tangata whenua in Aotearoa New Zealand. Understand and acknowledge the histories, heritages, languages, and cultures of partners to Te Tiriti o Waitangi. Practise and develop the use of te reo and tikanga Māori.	

Accountabilities	Responsibilities & Expectations	Performance Indicators
<b>Professional Conduct</b>	<ul style="list-style-type: none"> <li>• Demonstrate expected standards of excellence and encourage these standards from other teachers.</li> <li>• Lead or actively support initiatives across the school, to take a proactive role in change management.</li> <li>• Behave in a way that articulates, supports, and furthers the School's vision, values, and strategic vision.</li> <li>• Demonstrate and understanding of, and commitment to the national and international foci of the school.</li> <li>• Represent the School and participate as a member of internal and external committees as required.</li> <li>• Support the Principals, Assistant Principals, Deans and Associate Deans with pastoral and disciplinary procedures as needed.</li> </ul>	<ul style="list-style-type: none"> <li>• Upholds standards of excellence and can demonstrate support for encouraging this in other teachers.</li> <li>• Evidence change projects are positively led or assisted across the School.</li> <li>• Evidence of support for the School's vision, values, and strategic plan.</li> <li>• Evidence of awareness, acknowledgment, and promotion of the School's commitment to biculturalism and multiculturalism.</li> <li>• Evidence of active and positive participation in internal or external committees.</li> <li>• Positive feedback received from Principals, Assistant Principals or Deans with support of pastoral or disciplinary procedures undertaken.</li> </ul>
<b>Professional Knowledge</b>	<ul style="list-style-type: none"> <li>• Attend and positively contribute to personal professional learning by attending all Professional Learning days and actively seeking out other development opportunities.</li> <li>• Develop and maintain knowledge of the current curricular, subjects, schemes of work and pedagogy for area/ areas of expertise- including International Baccalaureate Primary Years Programme (PYP), Middle Years Programme (PYP), Diploma and National Qualifications frameworks (NCEA).</li> <li>• Liaise with the Head of Faculty or Principal to ensure appropriate resources are selected and purchased, in line with the curriculum needs and budget.</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of attendance at all Professional Learning days and further professional development opportunities.</li> <li>• Evidence of curricular being taught is relevant, up to date and in line with the School's curricular, whether it is IB or NCEA.</li> <li>• Every student has received a course outline no later than two weeks of commencing the course.</li> <li>• Evidence of changes made to curricular to reflect changes made or best practice updates.</li> <li>• Evidence all expenditure has been approved by the Head of Faculty or Principal, is in line within budget.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Liaise with students and parents with regards to queries or concerns about course content and materials.</li> </ul>	<ul style="list-style-type: none"> <li>• Feedback that student and parental communications are done professionally and in a timely manner.</li> </ul>
<b>Teaching</b>	<ul style="list-style-type: none"> <li>• Teach classes positively and professionally, as required to meet timetable needs.</li> <li>• Model exemplary teaching practice, by developing effective plans of work, setting, and achieving effective learning outcomes and utilising a variety of teaching strategies.</li> <li>• Ensure teaching or curricular is infused with the appropriate level of information and communications technology.</li> <li>• Motivate and inspire students to achieve their potential in curricular and co-curricular activities.</li> <li>• Actively work with Curriculum Leaders to ensure the curriculum is effectively meeting the needs of the programme of work being taught.</li> <li>• Set and mark students work, accurately and in a timely manner.</li> <li>• Conduct formal parent interviews in accordance with the School's calendar and undertake other meetings as required or requested.</li> <li>• Support Curriculum Leaders with ensuring students have their course outlines, relevant assessments, and proofing of examination papers.</li> <li>• To participate in the annual performance and development review process, by completing goals, classroom observations and an Annual Summary to meet expectations on the Teaching Council and School.</li> <li>• To maintain current NZ Teachers Registration and practising certificate, by ensuring renewals are submitted in a timely manner.</li> </ul>	<ul style="list-style-type: none"> <li>• Teaching is undertaken is professional and positive and meets timetable requirements.</li> <li>• Evidence of exemplary teaching practice, with students supported to achieve their best. Measured by student surveys and feedback, observations, and student outcomes.</li> <li>• Teaching has the appropriate level of information and communications technology content, that educates and prepares students for the future.</li> <li>• Evidence students are motivated to achieve their best in both curricular and co-curricular activities.</li> <li>• Curriculum meets, if not exceeds, requirements by the set programme of study i.e., IB or NCEA.</li> <li>• Student's work is set and marked accurately and in time to meet the required standards and expectations of the School.</li> <li>• Parents report satisfaction regarding formal parent interviews and other parent meetings.</li> <li>• Curriculum Leaders provide positive feedback that course outlines, assessments and examinations have been undertaken as required.</li> <li>• An Annual Summary is undertaken each year (including achievement of goals, classroom observations) and this is held on file by HR.</li> <li>• Evidence a current NZ Teachers Registration and practising certificate is always valid.</li> </ul>

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<b>Planning &amp; organising</b>	<ul style="list-style-type: none"> <li>• Develop and maintenance of the annual budget.</li> <li>• Work with the ERO, IBO and other assessors as required.</li> <li>• Submit an annual statement of goals and objectives for each course and planned reviews, at the start of each year.</li> <li>• Respond to request for information from Principals, AP's and Head/s of Faculty as required.</li> <li>• Coordinate events inside and outside of the school such as trips, competitions, or speakers, relevant to the curriculum.</li> </ul>	<ul style="list-style-type: none"> <li>• Budget recommendations are in the interests of students and fiscally responsible (within budget and invoices submitted on time)</li> <li>• Positive feedback received from ERO, IBO and other assessors as required.</li> <li>• Evidence information requested was delivered accurately and in a timely manner.</li> <li>• Events coordinated, whether within the school or external, were relevant to the curriculum, and organised efficiently and as per School's policies and protocols.</li> </ul>
<b>Additional responsibilities</b>	<ul style="list-style-type: none"> <li>• To provide cultural advice to the Senior Executive Team as needed.</li> <li>• To organise or help organise Powhiri/ Mihi Whakatau in collaboration with Senior Executive Team as needed.</li> <li>• Assist Executive Principal with relationships with external kaumatua / cultural advisor, Iwi and Marae.</li> <li>• Promote key Māori events to students, staff, and community.</li> <li>• Encourage students to be involved in extra-curricular Māori events.</li> </ul>	<ul style="list-style-type: none"> <li>• Feedback from the Senior Executive Team that have been supported with cultural advice as needed.</li> <li>• Evidence of organising and or leading powhiris/ Mihi Whakatau as needed.</li> <li>• Strong effective relationships are established with kaumatua, Iwi and local Marae.</li> <li>• Evidence key events have been promoted to the internal and external school community.</li> <li>• Evidence students have been encouraged to participate in Māori events.</li> </ul>
<b>Health &amp; safety</b>	<ul style="list-style-type: none"> <li>• Actively support a safe and supportive work environment by ensuring compliance with the school's policies, procedures, and legislative requirements.</li> <li>• Ensure all practicable steps are taken to keep safe while on the School grounds or participating in school activities.</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of compliance with school's policies, procedures, and workplace health &amp; safety legislative requirements.</li> <li>• Evidence all practicable steps are taken to ensure safe work practices, including hazard identification, accident, incident and near miss reporting for all events.</li> </ul>

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<b>Other</b>	<ul style="list-style-type: none"> <li>• To positively support the character and values of Kristin School.</li> <li>• Attendance at a school camp to assist tutor teachers during Term 1.</li> <li>• Commitment to a minimum of 40 hours co-curricular activities over each school year.</li> <li>• Other additional responsibilities at the discretion of the HOF or principal as required.</li> <li>• Attend and participate in all relevant MS or Faculty Meetings as required</li> <li>• Attend all staff meetings.</li> <li>• Be actively involved in the life of the School, including community events, sporting activities and functions as required.</li> <li>• Proactively encourage the production of quality promotions and records of the classroom and student achievements.</li> </ul>	<ul style="list-style-type: none"> <li>• Attendance and participation at school camp.</li> <li>• Participation in co-curricular activities.</li> <li>• Teaching subjects if required (communication with CL to be guided on programme).</li> <li>• Evidence of attending and participating in relevant MS or faculty meetings as required.</li> <li>• Evidence of attendance at all Staff meetings</li> <li>• Evidence of regular involvement in activities of the School including community events, sporting activities and functions.</li> <li>• Evidence of quality promotions or recordings from classroom and / or student achievements, as approved by Marketing.</li> </ul>

Key Selection Criteria
<p><b>Qualifications, Training &amp; Experience</b></p> <ul style="list-style-type: none"> <li>• Qualified Teacher, with current registration to teach in New Zealand, who is fluent in Te Reo Māori.</li> <li>• Demonstrated ability to apply tikanga Māori in relevant work situations, and a commitment to building knowledge and an understanding of Māori education.</li> <li>• Recent National Police Vetting Check (as per registered teacher requirements).</li> <li>• A record of success in developing and developing Te Reo Māori curriculum.</li> <li>• Desirable: Current First Aid certificate and Drivers Licence.</li> </ul>
<p><b>Attributes and Skills</b></p> <ul style="list-style-type: none"> <li>• Ability to develop and maintain effective relationships with students, staff, and parents from diverse backgrounds.</li> <li>• Reliable and punctual.</li> <li>• The proven ability to work as an effective and constructive team member.</li> <li>• Excellent interpersonal skills.</li> <li>• Organisational ability with demonstrated self-motivation and initiative.</li> <li>• Sound problem-solving skills.</li> <li>• Strong verbal and written communication skills.</li> <li>• A high degree of professional judgement and responsibility.</li> <li>• A genuine interest and willingness to assist students.</li> <li>• Flexible, approachable, and consistent in manner.</li> <li>• A high level of energy and vitality.</li> </ul>