

POSITION DESCRIPTION

Kaiawhina Te Ao Maori

Reporting to: HoD Te Ao Maori Terms As per the Support Staff in Schools Collective Agreement
 Hours: 30 Hours 5 days per week-Term Time Only or as negotiated
 Salary Grade/Step: Grade C Step 1

Core Competencies for Staff:

<p>Participating and Contributing – demonstrates the ability to respond appropriately as a group member and to make connections with others.</p> <ul style="list-style-type: none"> • Supports and models the school’s value at all times • Displays integrity and takes responsibility for own actions • Understands the concepts of work/life balance • Identifies and participates in learning opportunities as appropriate for personal development • Accepts and manages personal responses to change in a positive manner • Works collaboratively as a team member

Key Tasks	Expected Results	Self-Review Against Delivery of tasks
1. Compliance with the school's charter and policies:	<ul style="list-style-type: none"> • Positive professional relationships with all staff members are maintained. • Contact with students is on a strictly professional basis with the physical and emotional safety of students being of paramount importance. • The efficient operation of school administration is supported. • The hours of work as arranged with the principal are strictly followed. 	<ul style="list-style-type: none"> •
2. Support learning in the TAM department	<ul style="list-style-type: none"> • Assigned students in small groups or as individuals are enabled to complete practical work including off-site and field trips, following the planned learning programmes, lesson plans and activities • Production, processing and collation of assigned learning resources are completed accurately and efficiently in a timely manner 	<ul style="list-style-type: none"> •

	<ul style="list-style-type: none"> • General administration duties, including maintaining learner assessment records, recording and tracking projects, administering purchases, invoicing and asset register documentation are completed accurately and efficiently in a timely manner • Planning and scheduled department meetings are attended and expected participation and engagement is completed 	
3. Maintain workshop, equipment and machinery	<ul style="list-style-type: none"> • Maintenance of equipment is routinely carried out in a timely manner • Repairs where practical are carried out or outsourced to specialists in consultation with the HOD • Monitoring of specialist equipment is carried out regularly and efficiently following manufacturer guidelines and protocols • Learning materials and resources, as far as is practicable, are used in a reduce, reuse & recycle way to ensure minimum wastage • Storage, safe-keeping and issue of all workshop tools, gear, materials and equipment is carried out in an efficient, organised and compliant way 	•
4. Ensure Health & Safety & Wellbeing	<ul style="list-style-type: none"> • Personal safety & wellbeing is taken responsibility for • All work in the workshop is carried out following safe work methods, including the proper use of safety equipment and current industry guidelines and regulations • The elimination and minimisation of workplace risk is strictly adhered to and actively promoted to and expected of all students and other staff 	•
5. Professional development.	<ul style="list-style-type: none"> • Other relevant networks are established. • Areas for specific professional development are identified and pursued. • Interest in entering the teaching profession is pursued. 	•
6. Other	<ul style="list-style-type: none"> • Any other duties as directed by the principal are carried out. 	•

Signed:

Principal

Employee

Date: