



JOB DESCRIPTION

Principal / Director

Title:	Principal / Director
Reports to:	Te Kura Kete Ora Board of Trustees
Purpose of Position:	The overall management and professional leadership of Kura Kete Ora (KKO), for the implementation of policies and programmes, direction and supervision of all staff, supervision of volunteers, and support of students' whanau

Description of Role

General

- Committed to the manaakitanga, whakawhanuanga and wairuatanga culture of Kura Kete Ora so that all students, whanau, staff and volunteers experience and contribute to KKO being a safe, inclusive and holistic community
- Recognises Te Tiriti O Waitangi as the founding document of Aotearoa New Zealand and is committed to understanding and demonstrating meaningful actions of partnership between Maori and Pakeha
- Adheres to the policies of Kura Kete Ora
- Participates in a twice yearly performance appraisal process by KKO Board

Responsibilities

	Professional Standards		Key Tasks
Special Character	<p>Provides exemplary leadership in:</p> <ul style="list-style-type: none"> ➤ The development of the manaakitanga, whakawhanaungatanga and wairuatanga ethos and culture of KKO ➤ Demonstrating commitment to having bi-lingual knowledge and competencies in English, Te Ao Maori and Te Reo Maori ➤ Developing the KKO kinesthetic activity-based learning opportunities curriculum as it relates to the New Zealand Curriculum ➤ Developing the vocational/careers educational philosophy and practice within KKO 	<p>1.1</p> <p>1.2</p> <p>1.3</p> <p>1.4</p> <p>1.5</p>	<p>Responsible for ensuring KKO is a learning environment where the target group of disadvantaged learners (Maori, Pasifika, those with learning needs, and those from low socio-economic backgrounds) progress and achieve, as per KKO's goals and objectives</p> <p>Develops a strong relationship with Tapuika Iwi, and can demonstrate commitment to and familiarity with Maori Kaupapa, Tikanga and Te Reo Maori and/or undertakes professional development so as to further develop these competencies</p> <p>Responsible for the effective implementation and teaching of the KKO learning and programmes</p> <p>Responsible for developing and maintaining a whole-school approach to career education and pastoral care</p> <p>Develops and maintains a network of strong relationships with community industries, business and education providers to ensure there is a seamless transition for KKO students from their enrolment at KKO to active participation in work, further study/training and community participation</p>

Professional Leadership	<ul style="list-style-type: none"> ➤ Demonstrates a thorough understanding of current approaches to effective teaching and learning and career development across the KKO curriculum ➤ Provides professional direction to the work of others by encouraging vision and innovation in learning opportunities and school organisation ➤ Analyses and makes effective, timely responses to KKO self-review, external audits, and outcomes of student learning ➤ Understands, and applies where appropriate, current practices for effective management from both within and beyond education ➤ Fulfils the role of chief executive to the KKO Board, as outlined in the performance agreement ➤ Reflects on own performance appraisal and demonstrates a commitment to own on-going learning in order to improve performance 	2.1 2.2 2.3 2.4 2.5 2.6 2.7 2.8 2.9	<p>Responsible for the teaching/learning and career education programmes which shall be in accordance with the New Zealand Curriculum Framework and the National Curriculum Statements, synthesised with KKO's unique 8 domain model, so as to effectively meet the learning, vocational and social needs of all KKO students</p> <p>Fosters the exploration of innovative educational strategies relating to the teaching and management of the KKO curriculum</p> <p>Maintains systematic record keeping, student assessment and reporting to parents/whanau procedures</p> <p>Co-ordinates systematic self review systems and actions external review recommendations</p> <p>Develops and maintains effective communication networks</p> <p>Provides professional leadership related to current management practices and educational issues</p> <p>Informs and involves the KKO Board in the day to day operations of the school</p> <p>Participates in professional development related to the development objectives negotiated in the performance agreement</p> <p>Actions the performance objectives as negotiated in the performance agreement</p>
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Strategic Management	<ul style="list-style-type: none"> ➤ Understands the implications of Aotearoa New Zealand's changing cultural, social and economic context and ensures that these changes are reflected in the policies and programmes within the delegated areas of responsibility ➤ Actively works towards the development of a shared vision within KKO and with KKO Board for the future of the school, which identifies priorities and targets for: <ul style="list-style-type: none"> ▪ Addressing barriers to learning ▪ Fostering high achievement of students ▪ Employing staff of the highest quality available ▪ Focusing the school on continued improvement ➤ Makes progress towards achieving the KKO vision through the effective management of available resources ➤ Ensures KKO's student outcomes are researched yearly and uses the findings to: improve KKO's curriculum and the way it is delivered, promote the kinaesthetic learning activity opportunities emphasised in the KKO curriculum, and support funding applications 	3.1 3.2 3.3 3.4 3.5 3.6 3.7	Develops the vision for KKO with the KKO Board, by identifying strategic goals and objectives related to the needs of students' whanau and the wider kura community Prepares an annual Operational Plan based on the strategic goals and objectives, school review and professional development Works with the KKO Board to produce a strategic plan which is updated regularly to take account of changing circumstances Works with the board to set challenging targets in the school's strategic plan to ensure continued school improvement Provides opportunities for different groups in the school community to articulate their vision for the school Manages the physical, human and teaching resources so as to foster the achievement of KKO's shared vision Prioritises funding tagged for research to ensuring quality research is undertaken and that the findings are disseminated through reports, presentations and publication
Staff Management	<ul style="list-style-type: none"> ➤ Staffs the school to support effective delivery of the KKO curriculum and the implementation of the KKO goals and objectives, so as to improve learning outcomes for all KKO students ➤ Establishes procedures and practices to maintain and improve staff effectiveness through appropriate recruitment, supervision, performance management, provision of professional development and encouragement of self-development ➤ Motivates and supports staff to improve the quality of teaching and learning at KKO 	4.1 4.2 4.3 4.4 4.5 4.6 4.7	Responsible, in partnership with the KKO Board, for staffing the school to support effective delivery of the curriculum and improved learning outcomes for students Utilises the strengths of all staff (and volunteers) to greatest effect and delegates as required Provides opportunities for staff to be fully involved in the decision making process within KKO Develops a performance management system that provides support and guidance related to appropriate professional development Recommends the registration of teachers to the Teacher Registration Board Creates a positive manaakitanga environment at KKO to ensure all staff feel motivated, valued and positive about teaching in a collaborative environment Participates and contributes to the corporate and social life of KKO

Relationship Management	<ul style="list-style-type: none"> ➤ Fosters relationships between KKO and its community ➤ Demonstrates an understanding of, and is responsible to, the diverse concerns and needs of students, parents, staff, KKO Board, community, government and non-government agencies ➤ Communicates effectively, both orally and in writing, to a range of audiences ➤ Manages conflict effectively and actively works to achieve solutions ➤ Represents KKO well and acts to achieve its objectives 	5.1 5.2 5.3 5.4 5.5	Fosters a climate of trust and co-operation between KKO and the community by communicating regularly, by consulting parents/whanau on important issues and by involving the community in the life of KKO Recognises and is supportive of the needs of the rangatahi and parents/whanau within the school community Liaises with support agencies within the community Presents a positive public relations image in promoting KKO to prospective parents/whanau, groups and official agencies Provides counselling and social support for KKO students and parents/whanau
Finance/Asset Management	<ul style="list-style-type: none"> ➤ Effectively and efficiently uses available financial resources and assets, with delegated areas of authority, to support improved learning outcomes for KKO students ➤ Operates an effective budget planning system and works within available resources ➤ Works effectively and efficiently with the KKO Board in controlling, monitoring and reporting on the use of finances and assets 	6.1 6.2 6.3 6.4	Maintains (within the limits of the budget,) up-to-date teaching and learning resources, and ensures that these resources are used in the KKO teaching and learning programmes Takes an active role in developing and maintaining an attractive school environment by overseeing the maintenance of the KKO buildings and environment. Works with the KKO Board to develop a property plan, including the establishment of a Whare Runanga/Marae area Operates an effective budget planning system and work within available resources. Recognises when to engage professional advice for financial and asset management Monitors and reports to the KKO Board on the use of finances and assets
Stat/Rep Reqs	<ul style="list-style-type: none"> ➤ Complies with all relevant statutes and regulations, including monitoring and reporting requirements 	7.1 7.2 7.3	Advises the KKO Board about the maintenance needs of the school and develops long and short term goals Informs the KKO Board of the kura's reaction to and participation in Ministry of Education initiatives and educational opportunities Maintains strong communication links with the KKO Board to ensure all relevant information is shared with the Board members

Qualifications and Experience	<ul style="list-style-type: none"> ➤ Ideally, holds a Bachelor Degree qualification in secondary teacher education from an accredited institution and is a NZ registered teacher ➤ Further post-graduate qualifications and/or experience in management and leadership of an Aotearoa New Zealand Secondary School ➤ Proven record of organisational, financial and people management and leadership, which is ideally suitable for the Principal/Director position of KKO ➤ Proven record of engaging effectively in whanau ora processes and relationships 	8.1	Committed to developing exemplary relational, organisational and fiscal leadership of KKO that generates KKO outcomes in alignment in alignment with KKO mission, goals and constitution
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JOB DESCRIPTION

Administrator

Title: Administrator

Reports to: Principal / Director

Purpose of Position: Provides administration and secretarial support for KKO Principal/Director and administration support for KKO staff

Description of Role

General

- Committed to the manaakitanga, whakawhanuanga and wairuatanga culture of Kura Kete Ora so that all students, whanau, staff and volunteers experience and contribute to KKO being a safe, inclusive and holistic community
- Recognise te Tiriti O Waitangi as the founding document of Aotearoa New Zealand and is committed to understanding and demonstrating meaningful actions of partnership between Maori and Pakeha
- Adhere to the policies of Kura Kete Ora
- Participate in a twice yearly performance appraisal process by KKO Principal/Director

Responsibilities

	Professional Standards		Key Tasks
Special Character	<p>Demonstrates:</p> <ul style="list-style-type: none"> ➤ Actions that are consistent with the manaakitanga, whakawhanauangatanga and wairuatanga ethos and culture of KKO ➤ Committed to the value of having bi-lingual knowledge and competencies in English and Te Reo Maori ➤ Commitment to KKO kinesthetic activity-based learning opportunities curriculum as it relates to the New Zealand Curriculum ➤ Commitment to the vocational/careers learning emphasis of KKO 	<p>1.1</p> <p>1.2</p> <p>1.3</p> <p>1.4</p>	<p>Responsible for contributing to KKO being a learning environment where the target group of disadvantaged learners (Maori, Pasifika, those with learning needs, and those from low socio-economic backgrounds) progress and achieve, as per KKO's goals and objectives</p> <p>Demonstrate knowledge of Maori Kaupapa, Tikanga and Te Reo Maori, or undertake professional development so as to increase understanding of and interaction with Te Ao Maori</p> <p>Contribute to facilitating kinesthetic learning opportunities for KKO students</p> <p>Responsible for contributing to the effective design and delivery of the KKO teaching and learning programmes, including the vocational/careers emphasis of KKO</p>
Manaakitanga	<ul style="list-style-type: none"> ➤ Embodies and facilitates manaakitanga for all manuhiri at KKO ➤ As the front person for KKO, represents and well illustrates the bi-cultural commitment of KKO 	<p>2.1</p> <p>2.2</p> <p>2.3</p>	<p>Tautoko all manuhiri, both in person and on the phone</p> <p>Speaks correct pronunciation of Te Reo Maori</p> <p>Demonstrates familiarity with written and spoken Te Reo Maori, or is engaged in formal learning of Te Reo Maori, Maori Kaupapa and Tikanga</p>
Administration	<ul style="list-style-type: none"> ➤ Provides secretarial and administration support to the KKO Principal/Director and administration support to all KKO staff ➤ Facilitate and organize arrangements for Hui at KKO ➤ Organize travel and accommodation for KKO staff and/or students 	<p>2.1</p> <p>2.2</p>	<p>Provides administration and secretarial support in the form of:</p> <ul style="list-style-type: none"> ○ Updating the annual leave information ○ Accounts payable ○ Filing and general finance admin ○ Payroll Administration ○ Photocopying ○ Liaising and organising events ○ Producing hui agenda and minutes ○ Production of KKO newsletter ○ Organize travel and accommodation ○ Undertake special project work as required <p>Efficient use of Microsoft Outlook software, familiar with all software programmes necessary for efficient management and administration of KKO</p>

Performance and Appraisal	<ul style="list-style-type: none"> ➤ Identifies and acts on opportunities for improving administration and secretarial skills ➤ Undertakes twice yearly performance review with the Principal/Director, which highlights areas of strength, outstanding service and contribution as well as areas for continued development 	3.1	Utilises twice yearly performance reviews and self-performance reflection to identify areas of knowledge and skill development improvement, and commits to improving those areas identified
Qualifications and Experience	<ul style="list-style-type: none"> ➤ A recognized qualification for the role of secretarial and administration work ➤ A proven record of being a competent secretary and administrator 		



JOB DESCRIPTION

Teacher

Title: Teacher
Reports to: Principal / Director

Purpose of Position: Develop and implement KKO teaching and learning, whilst building the KKO community

Description of Role

General

- Committed to the manaakitanga, whakawhanuanga and wairuatanga culture of Kura Kete Ora so that all students, whanau, staff and volunteers experience and contribute to KKO being a safe, inclusive and holistic community
- Recognises Te Tiriti O Waitangi as the founding document of Aotearoa New Zealand and is committed to understanding and demonstrating meaningful actions of partnership between Maori and Pakeha
- Adheres to the policies of Kura Kete Ora
- Participates in a twice yearly performance appraisal process by KKO Principal/Director

Responsibilities

	Professional Standards		Key Tasks
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Special Character	<p>Demonstrates:</p> <ul style="list-style-type: none"> ➤ Actions that are consistent with the manaakitanga, whakawhanaungatanga and wairuatanga ethos and culture of KKO ➤ Committed to the value of having bi-lingual knowledge and competencies in English and Te Reo Maori ➤ Commitment to KKO kinesthetic activity-based learning opportunities curriculum as it relates to the New Zealand Curriculum ➤ Commitment to the vocational/careers educational philosophy and practice within KKO 	1.1 1.2 1.3 1.4	<p>Responsible for contributing to KKO being a learning environment where the target group of disadvantaged learners (Maori, Pasifika, those with learning needs, and those from low socio-economic backgrounds) progress and achieve, as per KKO's goals and objectives</p> <p>Demonstrates knowledge of Maori Kaupapa, Tikanga and Te Reo Maori, or undertakes professional development so as to increase understanding of and interaction with Te Ao Maori</p> <p>Contributes to facilitating kinesthetic learning opportunities for KKO students</p> <p>Responsible for contributing to the effective design and delivery of the KKO teaching and learning programmes, including the vocational/careers emphasis of KKO</p>
Teaching and Learning	<ul style="list-style-type: none"> ➤ Demonstrates a thorough understanding of current approaches to effective teaching and learning, and is well able to develop and implement the KKO curriculum (as the synthesis between the KKO 8 domain model and the NZ Curriculum) ➤ Demonstrates competent administrative systems for delivering effective learning opportunities and tracking and recording students' progress and assessment outcomes ➤ Has a specialised knowledge area that informs curriculum design and practice leadership in one or two domains of the KKO 8 and/or in the overall development of the KKO curriculum. For example, Technology and Science OR Social Science and Arts OR Curriculum design OR Maori Kaupapa and Te Reo ➤ Responsibility for the management and learning needs of one Years 7-8 Group and one Years 9-10 Group, and a proportion of senior kura students ➤ Engages well with students' whanau and works with whanau to produce a context-based response to student learning and social needs ➤ Contributes co-operatively to the KKO community 	2.1 2.2 2.2 2.3 2.4 2.5	<p>Develops and implements the KKO curriculum in line with the NZ Curriculum Framework and KKO policies. KKO Curriculum delivery is monitored through planning and review. Written planning is reflected in effective teaching at KKO</p> <p>Facilitates students' progress by developing student learning plans and using student-centered teaching and assessment methods</p> <p>Maintains accurate and complete records of students' progress and development. Prepares student Term Reports</p> <p>Provides leadership to KKO regarding the development and implementation of the KKO curriculum in respect of specialised knowledge areas, and fosters student understanding of the links between career management competencies and key education competencies across their respective domains of learning</p> <p>Develops excellent encouraging and empowering relationships with students whom responsible for, and maintains strength-based disciplines processes, as per KKO disciplinary policies, when required</p> <p>Meet formally once per term with each student's whanau, engaging in a collaborative manner regarding students strengths and developmental tasks and growing edges, and engages well on all other occasions with whanau</p> <p>Attend KKO events when expected, and as possible, is involved extra-curricular activities</p>



JOB DESCRIPTION

Counsellor or Social Worker

Title: Counsellor or Social Worker

Reports to: Principal / Director

Purpose of

Position: Provide counseling and social practice to Kura Kete Ora (KKO) students and their whanau

Description of Role

General

- Committed to the manaakitanga, whakawhanuanga and wairuatanga culture of Kura Kete Ora so that all students, whanau, staff and volunteers experience and contribute to KKO being a safe, inclusive and holistic community
- Recognise te Tiriti O Waitangi as the founding document of Aotearoa New Zealand and is committed to understanding and demonstrating meaningful actions of partnership between Maori and Pakeha
- Adhere to the policies of Kura Kete Ora
- Participate in a twice yearly performance appraisal process by KKO Principal/Director

Responsibilities

	Professional Standards		Key Tasks
Special Character	<p>Demonstrates:</p> <ul style="list-style-type: none"> ➤ Actions that are consistent with the manaakitanga, whakawhanauangatanga and wairuatanga ethos and culture of KKO ➤ Committed to the value of having bi-lingual knowledge and competencies in English and Te Reo Maori ➤ Commitment to KKO kinesthetic activity-based learning opportunities curriculum as it relates to the New Zealand Curriculum ➤ Commitment to the vocational/careers learning emphasis of KKO 	<p>1.1</p> <p>1.2</p> <p>1.3</p> <p>1.4</p>	<p>Responsible for contributing to KKO being a learning environment where the target group of disadvantaged learners (Maori, Pasifika, those with learning needs, and those from low socio-economic backgrounds) progress and achieve, as per KKO's goals and objectives</p> <p>Demonstrate knowledge of Maori Kaupapa, Tikanga and Te Reo Maori, or undertake professional development so as to increase understanding of and interaction with Te Ao Maori</p> <p>Contribute to facilitating kinesthetic learning opportunities for KKO students</p> <p>Responsible for contributing to the effective design and delivery of the KKO teaching and learning programmes, including the vocational/careers emphasis of KKO</p>
Counselling and Social Practice	<ul style="list-style-type: none"> ➤ Have a well-developed theory informed practice that effectively supports KKO children, young people and their families/whanau when adversely affected by: learning and behavioural difficulties, trauma and abuse, substance dependence, relational and relationship difficulties, and/or are perpetuating physical, emotional and/or sexual violence ➤ Have knowledge about and be experienced in liaising with government and community services and agencies, so as to be able to further support KKO students and their whanau ➤ Have knowledge about the law in regard to 'Work and Income' benefits and 'Child, Youth and Family' and Police, care and protection procedures ➤ Has specific experience and skills that relate to TWO or more of the KKO 8 Domains ➤ Engages well with students' whanau and works with whanau to produce a context-based response to student learning and social needs ➤ Contributes helpfully to the KKO community 	<p>2.1</p> <p>2.2</p> <p>2.3</p> <p>2.4</p> <p>2.5</p> <p>2.6</p> <p>2.7</p> <p>2.8</p> <p>2.9</p>	<p>Provide counselling for KKO students and their whanau</p> <p>Facilitate educational and therapeutic groups for KKO students, and for KKO students' whanau</p> <p>Refer KKO students and their whanau to community agencies and services</p> <p>When appropriate, advocate for KKO students and their whanau with government and community services and agencies, demonstrating KKO's commitment to an ethic of care and justice</p> <p>Maintains accurate and complete records of all counselling work and social practice involvement with KKO students and their whanau</p> <p>Contributes to the operation of the KKO curriculum and supports students to engage well in the KKO curriculum</p> <p>Develops excellent encouraging and empowering relationships with students whom responsible for, and maintains strength-based disciplines processes, as per KKO disciplinary policies, when required</p> <p>Engages well on all other occasions with students' whanau</p> <p>Attends KKO events when expected, and as possible, is involved extra-curricular activities</p>

Performance and Appraisal	<ul style="list-style-type: none"> ➤ Reflects on own counselling and social practice and demonstrates a commitment to on-going learning in order to improve professional practice ➤ Identifies and acts on opportunities for furthering professional development and practice ➤ Undertakes twice yearly performance review with the Principal/Director, which highlights areas of strength, outstanding service and contribution as well as areas for continued development 	3.1	Utilises twice yearly performance reviews and self-performance reflection to identify areas of knowledge and skill development improvement, and commits to improving those areas identified
Qualifications and Experience	<ul style="list-style-type: none"> ➤ A recognized qualification in counselling or social work ➤ A full member of a professional helping association, such as NZAC, NZCCA or ANZASW ➤ Has three years minimum experience working fulltime or equivalent thereof in social practice setting(s) that is relevant to the operation of KKO and the needs of KKO students and their whanau. 	4.1	Evidence of intentional and outstanding counselling or social work practice



JOB DESCRIPTION

Careers Advisor

Title: Careers Advisor

Reports to: Principal / Director

Purpose of Position: Provide career education, planning and counselling, which assists and supports KKO students to make informed career decisions and successful transition from KKO into further study, work/industry-based training and employment

Description of Role

General

- Committed to the manaakitanga, whakawhanuanga and wairuatanga culture of Kura Kete Ora so that all students, whanau, staff and volunteers experience and contribute to KKO being a safe, inclusive and holistic community
- Recognises Te Tiriti O Waitangi as the founding document of Aotearoa New Zealand and is committed to understanding and demonstrating meaningful actions of partnership between Maori and Pakeha
- Adheres to the policies of Kura Kete Ora
- Participates in a twice yearly performance appraisal process by KKO Principal/Director

Responsibilities

	Professional Standards		Key Tasks
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Special Character	<p>Demonstrates:</p> <ul style="list-style-type: none"> ➤ Actions that are consistent with the manaakitanga, whakawhanaungatanga and wairuatanga ethos and culture of KKO ➤ Commitment to the value of having bi-lingual knowledge and competencies in English and Te Reo Maori ➤ Commitment to KKO kinesthetic activity-based learning opportunities curriculum, as it relates to the New Zealand Curriculum, and the link between educational competencies and career management competencies relevant to each student's career interests ➤ Commitment to the vocational/careers educational philosophy and practice within KKO 	1.1 1.2 1.3 1.4 1.5	<p>Responsible for contributing to KKO being a learning environment where the target group of disadvantaged learners (Maori, Pasifika, those with learning needs, and those from low socio-economic backgrounds) progress and achieve, as per KKO's goals and objectives</p> <p>Demonstrates fluency in Maori Kaupapa, Tikanga and Te Reo Maori, or undertakes professional development so as to increase understanding of and interaction with Te Ao Maori</p> <p>Responsible for the effective design and delivery of the KKO whole-school and individualised career education programme</p> <p>Contributes to the effective design and delivery of the KKO teaching and learning programme, through fostering teachers' understanding of the link between career management competencies and key education competencies across the eight domains of learning</p> <p>Contributes to facilitating kinesthetic learning opportunities for KKO students</p>
Career Education Practice	<ul style="list-style-type: none"> ➤ Operates from a well-developed theoretical and 'best' practice model, which supports all KKO students to make informed decisions about vocational pathways of choice and ensures successful transition from KKO into further study, work/industry-based training and employment ➤ Facilitates effective whole-school and individual career education planning, which supports KKO students to become competent and self-reliant employees ➤ Fosters a strategic whole-community approach to improving transition outcomes for all KKO students, through building collaborative relationships with business and industry, community organisations, education and training providers, parents, whanau and families 	2.1 2.2 2.3 2.4	<p>Develops and facilitates whole-school and individualised career education, planning and counselling, which assists and supports KKO students with subject selection, career information and the identification of vocational goals and pathways in order to make informed career decisions</p> <p>Provides career education training and professional development for all teachers and staff relevant to their subject/domain area of learning</p> <p>Liaises with tertiary and private training providers, to identify opportunities for students to gain vocational information and experience further study or work/industry-based training opportunities and pathways related to employment</p> <p>Builds collaborative relationships with business and industry to create authentic learning experiences within the community which provide students with occupational awareness and generate opportunities for students to explore their career interests of choice</p>

Career Education Practice	<ul style="list-style-type: none"> ➤ Provides professional development and career education training and support for all teachers and staff involved with KKO students ➤ Holds specific experience and skills that relate to TWO or more of the KKO 8 Domains ➤ Contributes co-operatively to the KKO community 	2.5 2.6 2.7 2.8 2.9	<p>Develops and co-ordinates guest speakers and work experience placements within the community for students to gain occupational awareness, identify and acquire competencies which employers value and create the potential to secure employment</p> <p>Maintains current careers information, including accurate and complete records of all career-related involvement with KKO students and their whanau and records of school leavers and their vocational destination</p> <p>Attends and co-ordinates students attending career-related events locally and regionally, where relevant</p> <p>Maintains effective systems for dissemination of careers information to students and staff</p> <p>Develops strengths-based and empowering relationships with students and their whanau</p>
Performance and Appraisal	<ul style="list-style-type: none"> ➤ Reflects on own professional careers advisor practice and demonstrates a commitment to on-going learning in order to improve professional practice ➤ Identifies and acts on opportunities for furthering professional development and practice ➤ Undertakes twice yearly performance review with the Principal/Director, which highlights areas of strength, outstanding service and contribution, as well as areas for continued development 	3.1	<p>Utilises twice yearly performance reviews and self-performance reflection to identify areas of knowledge and skill development improvement, and commits to improving those areas identified</p>
Qualifications and Experience	<ul style="list-style-type: none"> ➤ Recognised qualification in Career Development and Transition ➤ Qualification in secondary teacher education from an accredited institution ➤ Full member of a Professional Career Development Association, such as 'CATE' or 'CDANZ' ➤ Proven record of providing effective career education which assists secondary school students to make informed decisions about vocational pathways of choice and ensures successful transition from KKO into further study, work/industry-based training and employment 	4.1	<p>Provides evidence of three years' or more experience working effectively with secondary school students to assist and support their career development and transition into further study, work/industry-based training and employment</p> <p>Demonstrates specific experience and skills which relate to teaching TWO or more of the KKO eight Domains, in order to facilitate the learning activities and opportunities relevant to these domains</p>



JOB DESCRIPTION

Specialist Tutor

Title: Specialist Tutor

Reports to: Principal / Director

Purpose of

Position: Develop and implement KKO teaching and learning, whilst building the KKO community

Description of Role

General

- Committed to the manaakitanga, whakawhanuanga and wairuatanga culture of Kura Kete Ora so that all students, whanau, staff and volunteers experience and contribute to KKO being a safe, inclusive and holistic community
- Recognises Te Tiriti O Waitangi as the founding document of Aotearoa New Zealand and is committed to understanding and demonstrating meaningful actions of partnership between Maori and Pakeha
- Adheres to the policies of Kura Kete Ora
- Participates in a twice yearly performance appraisal process by KKO Principal/Director

Responsibilities

		Professional Standards		Key Tasks
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Special Character		<p>Demonstrates:</p> <ul style="list-style-type: none"> ➤ Actions that are consistent with the manaakitanga, whakawhanaungatanga and wairuatanga ethos and culture of KKO ➤ Committed to the value of having bi-lingual knowledge and competencies in English and Te Reo Maori ➤ Commitment to KKO kinesthetic activity-based learning opportunities curriculum as it relates to the New Zealand Curriculum ➤ Commitment to the vocational/careers educational philosophy and practice within KKO 	<p>1.1</p> <p>1.2</p> <p>1.3</p> <p>1.4</p>	<p>Responsible for contributing to KKO being a learning environment where the target group of disadvantaged learners (Maori, Pasifika, those with learning needs, and those from low socio-economic backgrounds) progress and achieve, as per KKO's goals and objectives</p> <p>Demonstrates knowledge of Maori Kaupapa, Tikanga and Te Reo Maori, or undertakes professional development so as to increase understanding of and interaction with Te Ao Maori</p> <p>Contributes to facilitating kinesthetic learning opportunities for KKO students</p> <p>Responsible for contributing to the effective design and delivery of the KKO teaching and learning programmes, including the vocational/careers emphasis of KKO</p>
Teaching and Learning		<ul style="list-style-type: none"> ➤ Holds a minimum of five years' experience and a specialist training, trade or professional qualification in mechanics OR mechanical engineering OR building construction OR horticulture OR horsemanship and riding OR stock farming OR dairying OR electrical engineering OR marine and seafaring OR Te Ao Maori and Te Reo Maori OR sport and hauora OR visual and performing arts OR another area of expertise that is relevant to being able to contribute significantly to the KKO curriculum ➤ Has teaching and/or mentoring experience of young people and will be able to develop and implement the KKO curriculum (as the synthesis between the KKO 8 domain model and the NZ Curriculum) ➤ Has a specialised knowledge area that contributes to module design and practice leadership in TWO or more domains of the KKO 8 Domain model ➤ Engages well with students' whanau and works with whanau to produce a context-based response to student learning and social needs ➤ Contributes co-operatively to the KKO community 	<p>2.1</p> <p>2.2</p> <p>2.2</p> <p>2.3</p> <p>2.4</p> <p>2.5</p> <p>2.6</p>	<p>Facilitates safe and effective development of KKO's students' knowledge and skills in TWO or more of the KKO 8 domains of learning activities and opportunities</p> <p>Facilitates students' progress by utilising student learning plans and using student-centered teaching and assessment methods</p> <p>Maintains accurate and complete records of students' progress and development. Prepares student Term Reports</p> <p>Provides leadership to KKO regarding the development and implementation of the KKO curriculum in respect of specialised knowledge areas, and fosters student understanding of the links between career management competencies and key education competencies across their respective domains of learning</p> <p>Develops excellent, encouraging and empowering relationships with students whom responsible for, and maintains strength-based disciplines processes, as per KKO disciplinary policies, when required</p> <p>Engages well on all other occasions with students' whanau</p> <p>Attends KKO events when expected, and as possible, is involved extra-curricular activities</p>

