

**Job Description and Timetable  – 2024**

**Kaiarahi I te Reo      Ngaki Clarke Kaiarihi i te Reo Position: MOE**

**Duration of this Contract:             29 April - 14 December 2024**

| **Pay Scale:** | **Pay Equity Grade 1**  **Pay Equity Step 2 $38.50 per hour** | **Hours per week** | **25 HOURS** | **Funding Source** | **Yr 5-6 Board Budget**  **Yr 7-8 Kura Ruumaki Budget** |
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**Responsible to:**

**Pikiteora Mura-Hita Year 7-8 –Kura Rumaki Team Leader**

**Atarangi CookYear 5 -6 –Kura Rumaki Team Leader**

**Functional Relationships with:**

**Pukekohe North Staff Members and Community, Ministry of Education Staff, Resource Teacher of Learning and Behaviour, Speech Language Therapists, Public Health Nurses, Learning Support Coordinator, Social Worker in Schools, Special Needs Co-ordinator, Resource Teacher of Literacy, Ministry of Education Key Workers**

**Professional Growth Cycle Review Date: Wednesday 21 August 2024**

**The Primary Objectives of this Job Description are to:**

1. **To work within the expectations of the Pukekohe North School2024 Annual Plan and supporting Policies, Protocols, Procedures and Legal requirements**
2. **To establish, strengthen and maintain relationships with our aakonga, their whaanau and wider community.**
3. **To support the classroom teachers (Room 10 - Atarangi Cook and Room 9 Pikiteora Mura-Hita) in accelerating the progress of the students identified by the Kura Rumaki Staff and or Special Needs Co-ordinator. (SENCo)**
4. **This may manifest itself in the Kaiarahi i Te Reo working on a one to one or small group basis with these students or supervise the class as a whole**
5. **Actively pursue professional development opportunities to develop skills and experiences to benefit the students’ achievement and learning.**
6. **To contribute to the corporate life at Pukekohe North School, carrying out all teaching and non-teaching roles / responsibilities efficiently and effectively.**

**Specific Duties will be to:**

* **Follow your weekly timetable with specific students’ allotted support provided**
* **Implement and support the Education Plans established for the aakonga you are assigned to**
* **Support students in their learning which may include programme preparation and resource making**
* **Support learning in one to one and small group organisations**
* **Liaise with parents and care-givers about the learning and progress of their child(ren) while remaining professional and confidential**

**Key Roles of the Kaiarahi I te Reo**

| **Wakamana Tangata**  *Uphold the dignity of people* | **>Provides pastoral care for aakonga and whanau**  **>Implements programmes for whaanau to engage in their cultural identity**  **>Provides professional development for staff**  **>Works with external agencies / Maori communities to improve outcomes for aakonga** |
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| **Whakarauora Te Reo me ona Matauranga Maori**  *Revitalise Maori language and knowledge* | **>Translates resources and materials into either Te Reo or English**  **>Adapts programmes or lesson plans to suit immersion classes**  **>Plans and delivers Toi Maori Programmes such as raranga or kapa haka**  **>Plans and delivers Te Reo Maori and Matauranga programmes**  **>Uses Matauranga Maori and or Maori pedagogical approaches to achieve learning outcomes**  **>Implements learning programmes and or lesson plans** |
| **Whakararau, Whakarahi Te Ao Maori**  *Embed an amplify a Maori Worldview* | **>Adapts tikanga to fit the content of the school environment**  **>Uses appropriate cultural practice to endure proper care of taonga**  **>Leads cultural events such as noho marae.** |
| **Adapts Programmes and Supports Colleagues** | **>Work with Whaea Atarangi Cook / WHaea Pikiteora Mura-Hita to assist with the classroom programming and delivery**  **>Be flexible and use your initiative to support the teacher and aakonga in the curriculum delivery**  **> Assist the classroom teacher to accelerate the progress of the selected students within the class**  **>Work with the students on a one to one basis or with small groups of students as needs dictate**  **> Follow the programme established by the SENCo / Class Teacher using the resources provided**  **> Scaffold the aakonga’s learning with the resources provided**  **>Assist the aakonga towards independence, building confidence, skills, knowledge and a healthy attitude towards learning and working co-operatively with others**  **>Report the progress of the aakonga, any struggles or concerns to the class teacher daily to allow for programme amendments**  **> Adhere to timetables set (as attached) and ensure you deliver programmes as discussed with the teacher, SENCo or other agencies**  **>Be positive, encouraging and supportive of each aakonga.**  **> Be punctual and reliable**  **> Use Whare Tapa Wha /PB4L tokens freely with aakonga both in and out of the class setting**  **>Expect the best from each aakonga in terms of work ethic and behaviour**  **>Attend meetings providing feedback about the aakonga you work with to assist with the construction of their next learning steps (as required)** |
| **Other School Duties** | **> Should the aakonga you are assigned to support be absent for the day or period of time, discuss the best use of your time with the designated staff**  **>From time to time support the team by completing duties (at the direction of the team leader) such as setting up supper, decorations for school events and celebrations, organising resources such as photocopying** |
| **Professional  Development to develop responsive practice** | **>Develop a learning portfolio (ongoing) for Learning Support evidence of changes, development of your own learning and professional growth**  **>Select one aakonga that you are working with regularly, what is their learning goal?  What is your goal in trialling something different in your support of/with them (talk moves, growing their independence, use of visual aids, change of materials (for what purpose), interactions with peers/use of peers to enhance social element)**  **> Pukekohe North School is willing to support you through a qualification to a Bachelor of Education** |
| **Kaiarahi I te Reo**  **Specific Duties** | **Working with target groups daily**  **Supervising independent workers while the kaiako/teacher works with other groups**  **Checking homework and preparing homework books.**  **-Attend to resource accessioning, making and home learning packs as directed**  **-Assist with School event coordination and preparedness – e.g sports days, hui, prize-giving etc.** |

**I have read and understand the roles and requirements of this Kaiarahi i te Reo, Job Description and the Specific Responsibilities listed above.**

**I will fulfil the roles and responsibilities stated in this job description and acknowledge that I will be appraised against the indicators of each task.**

**Signed: Signed:**

**Kaiarahi I te Reo Team Leader**

**Date Date**

**Kaiaawhina Timetable - TBC Term 2-4 2024**

Kura Ruumaki Reo - Kaiako Room 9-10

Whaea Pikiteora/ Atarangi

| **Wahanga 3-4**  **2023** | **Raahina** | **Raatu** | **Raapa** | **Raapare** | **Raamere** |
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| **8.50-10.30am** |  |  |  |  |  |
| **10.30-10.50am** |  |  |  |  |  |
| **10.50-11.50am** |  |  |  |  |  |
| **11.50-12.50pm** |  |  |  |  |  |
| **12.50 -1.30pm** |  |  |  |  |  |
| **1.30 - 2.15pm** |  |  |  |  |  |
| **2.15 - 2.35pm** |  |  |  |  |  |
| **2.40 - 2.44pm**  **3.00 - 4.30pm** |  | **Staff Hui** |  |  |  |