

Job Description

Teacher Aide/Kaiāwhina

Okohanga Department



Please refer to Clause 3.5 Job descriptions of the [Support Staff Collective Agreement](#)

Position Title	Kaiāwhina – Okohanga Department
Reports to	Head of Department
Working Relationships	Department Staff, Akonga, Whānau, Iwi, Supporting Agencies

Employment Status: Kaiāwhina - 15 hours permanent term time only

Purpose of the position

To support the Head of Department & Kaiako to meet the needs of students in Okohanga

Key Responsibilities	Appraisal Indicators
Kaiako Support	Feedback from HOD of Okohanga, kaiako and ākonga.
Ākonga Support	Feedback from HOD of Okohanga, Kaiako and ākonga.
Assist with Kaupapa Māori	Feedback from HOD of Okohanga, kaiako and ākonga

Tasks and Duties

Kaiako Support - Assist kaiako with collation/creation of resources to support programs of teaching and learning. - Participate in hui and assist in planning, monitoring and evaluation of Okohanga goals in relation to student learning. - Support kaiako with departmental needs/tasks.
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Ākonga Support

- Work with small groups/individual ākonga who may require support, under the guidance of the kaiako.
- Provide appropriate feedback that is constructive and meaningful to the ākonga.
- Communicate regularly with the relevant people and agencies about the student(s) progress.
- Any other support duties as required.

Assist with Kaupapa Māori

- Assist with Māori events as required.

General Responsibilities**Health & Safety & Wellbeing**

- Take responsibility for personal safety & wellbeing
- Contribute to a culture of teamwork, respect and collegiality amongst staff
 - Understanding and honouring the Tiriti o Waitangi In all actions and decision making, relating to partnership, participation and protection.
- Contribute to a safe working & learning environment
- Practicing safe work methods
- Proper use of safety equipment
- Active participation to eliminate & minimise workplace risks

Declaration:

Approved by:	
Date approved:	
Appointee:	
Date:	
Reviewed – Business Manager:	