JOB DESCRIPTION

HOD TE REO MAORI

POSITION: HOD Te Reo Maori

RESPONSIBLE TO: Principal

RESPONSIBLE FOR:
Teaching Te Reo me ona Tikanga, responsibility for Kapahaka

FUNCTIONAL RELATIONSHIPS:
Principal, Deputy Principals, Deans, kaumatua, whanau, HOD Languages, wider community.

FUNCTION:
• encourage and support bi-cultural understanding within the school;
• provide support and professional development for staff at Papanui High School ie: Te Reo, Tikanga;
• provide professional guidance and support for students in pursuit of their learning;
• monitor and systematically record individual student progress;
• liaise with whanau, Maori community and iwi groups and kaumatua;
• leading, advising, and organising cultural activities related to Tikanga eg: in school assemblies, powhiri, school visits, school waiata.

PRIMARY OBJECTIVE
• To awhi, encourage and actively engage the Maori students in their learning of Te Reo Maori.
• To embrace key concepts of Ngai Tahu tikanga acknowledging and promoting Treaty of Waitangi principles endeavouring thereby to assist the school to meet its Charter Objectives.

KEY TASKS

To implement the Charter into schemes and programmes for teaching Te Reo at Papanui High School

To ensure that these incorporate Marautanga aims and objectives

To ensure that the classroom is a stimulating and inclusive environment for learners.

To ensure all resources are accessible, maintained and well-organised.

EXPECTED OUTCOMES

Students are actively engaged in Maori activities – Te Reo, Manu Korero, and Kapahaka.

Enable each student to achieve a high level; of efficiency in Te Reo and Ngai Tahu tikanga from Year 9 to NCEA Level 3.

Students achieve at their respective levels.

Students have access to appropriate support and guidance and physical resources to aid them in their learning.
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<tr>
<th>KEY TASKS</th>
<th>EXPECTED OUTCOMES</th>
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<tr>
<td>To consult regularly (at least fortnightly) with Senior Management</td>
<td>Develop the competencies that teachers need so that NEGs and NAGs are met.</td>
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<td>To develop a planned and prioritised budget.</td>
<td>Plan to meet needs, manage and monitor resource requirements, develop priorities in consultation with the Principal and whanau committee.</td>
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<td>To ensure that a system of collecting, recording and reporting student achievement is maintained.</td>
<td>Develop and maintain accurate records of student achievement to meet the NEGs and NAGs.</td>
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<td>Collaboratively develop and deliver the Marautanga at the appropriate levels.</td>
<td>Develop assessment programmes that relate to the relevant levels to produce the learning outcomes.</td>
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<td>To maintain regular levels of communication with the community and especially the whanau komiti</td>
<td>Cooperative and effective relationships developed with the school and whanau komiti, Ngai Tahu and other wider community and iwi organisations.</td>
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<td>To liaise with the Guidance/Careers Department.</td>
<td>Students are referred where necessary.</td>
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<td>To encourage and oversee participation in the Kapahaka group.</td>
<td>Students participate in Kapahaka.</td>
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<td>Develop Maori Performing Arts programme.</td>
<td>Develop assessment programmes that relate to relevant levels to produce the learning outcomes.</td>
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<td>To be able to participate in the wider life of the school</td>
<td>Work cooperatively with staff and whanau komiti to generate and organise activities that will encourage students to develop self esteem and respond to sustained educational growth.</td>
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<td>To work with Senior Management and data processor to identify iwi affiliations.</td>
<td>Students’ iwi affiliations are identified.</td>
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<td>To actively support student mentoring via academic counselling.</td>
<td>Students will be supported by key staff members for the extent of their school careers.</td>
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<td>Other responsibilities as required by negotiation with the school Principal.</td>
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PAPANUI HIGH SCHOOL
Person Specification

The successful applicant will need to demonstrate a genuine passion for working with young people and:

1. Be a competent, trained teacher holding current Education Council of Aoteoroa registration.
2. Possess a relevant tertiary qualification.
3. Have a commitment to the Treaty of Waitangi and to meeting the needs of Māori students.
4. Have an in-depth current knowledge of the New Zealand Curriculum including current trends in pedagogy, curriculum content, and assessment.
5. Have an ability to teach the required subjects up to the levels specified.
6. Have a commitment to co-curricular activities offered at Papanui High School.
7. Have a clear understanding of, and empathy with, the character and culture of Papanui High School.
8. Demonstrate evidence of a collegial approach to teaching.
9. Possess well-developed communication and interpersonal skills.
10. Demonstrate evidence of on-going professional and curriculum development.
11. Demonstrate evidence of excellent and creative pedagogical practice in classroom teaching.
12. Be well organised and able to meet deadlines.