

POSITION DESCRIPTION

Position:	Roaming Teacher (aka “Arranger of Awesome”)
Region:	Negotiable
Travel:	Frequent travel within the Region; occassional trips outside of Region
Reports to:	Head of YES

Key Purpose of Role

The purpose of this role is to

- Grow the number of schools and students who participate in our programmes, activities or events.
- Create greater learning outcomes and impact for the students.

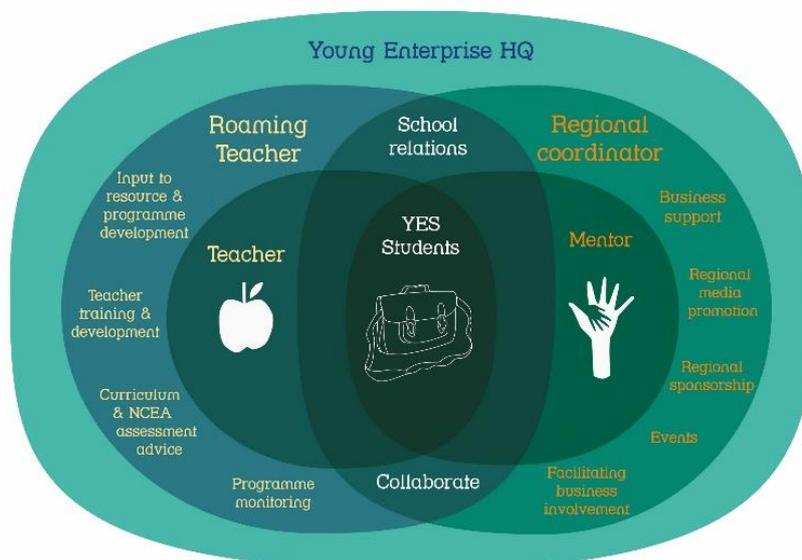
This role focuses on providing in school support to teachers in a set Region who:

- Are new to teaching enterprise, business and/or financial literacy and need help to get started; or
- Already teach enterprise, business and/or financial literacy but want some help or guidance to get more out of their programme; or
- Are offering, or planning to offer, either the Business Studies Achievement Standards and/or the Financial Capability Unit Standards and need some assistance; or
- Consider it useful to have someone to assist or peer review what they are doing.

Part of the wider "YES" family

This role is part of a wider “YES” family and is expected to work closely with the YES HQ staff, YES Roaming Teachers (where available) and YES Regional Coordinators for other Regions.

The following diagram describes the two key roles that work to support our key stakeholders in the region – the Regional Coordinator and the Roaming Teacher. It shows some distinct areas of responsibilities, but also shows that there is overlap when supporting our key stakeholders – the schools and the students.



It is recognised that these two roles will work closely as a team and may choose to have a blended approach in supporting schools and students based on capacity and other factors. As such, the exact model may vary from region to region and from time to time.

Key Responsibilities of Role

Key responsibilities for this role fall into the following areas:

- Engaging with schools and students
- Recruitment of schools
- Monitoring, evaluation and review
- Input into resource and programme development
- General responsibilities

Engaging with schools and students

Working with the Regional Coordinator, provide support to students and schools participating in YES.

- Assist teachers and students in preparing for key YES Challenges
- Work with YES HQ and any Regional Coordinators to increase participation – through the recruitment of new schools and the retention and expansion within existing schools.
- Maintain a good working relationship with the students, teachers and management in the school.

The Roaming Teacher maintains specific responsibility around teacher training and development:

- Provide regular support to teachers to help them deliver enterprise and financial literacy programmes, recognising that for many teachers this may be a “new subject”.
- Organise and deliver formalised training for groups of teachers
- Provide customised one-on-one training and support for individual teachers
- Assist teachers with course outlines, teacher resources and assessment resources
- Assist teachers with moderating student assessments
- Where appropriate, extend the offering to non-school organisations that work with youth.

Recruitment of schools

Recruitment of schools to participate in enterprise, business and/or financial literacy at both a junior and senior level

- Visit new schools to talk about the value and the implementation of programmes into the curriculum
- Work with existing extra-curricular schools on how they might bring YES into the classroom
- Identify barriers to participation and collaborate with stakeholders to develop solution
- Attend relevant teacher / school conferences as a delegate or to man the Young Enterprise stand
- Organise presentations and training to groups of teachers through partners or cluster groups

Monitoring, evaluation and review

- Ensure systems are in place to permit tracking of outcomes for generic and sponsor reporting
- Monitor and report on activities, costs, performance and evaluation

Input into resource and programme development

- Provide input on ways to enhance our existing resources, programmes or facilitated programmes
- Provide input into ideas for new resources, programmes or facilitated programmes
- Contribute to the writing of new content, either as an individual or as part of a teacher working party

- Contribute to the development of assessment resources for and moderation of relevant business studies achievement standards

General responsibilities

All team members of the Trust are expected to work from time to time in areas beyond their core responsibilities. This may include, but is not limited to:

- Assisting other team members during busy times.
- Assisting in looking after sponsors, funders and donors.
- Acting as a supporting or lead facilitator for any of the Trust's facilitated programmes
- Assisting in any of the Trust's events if requested by the relevant event manager

Skills and Experience

Essential skills and qualifications required for this role are:

- Pedagogy experience – a proven teacher that can develop a strong curriculum and engage students
- Communication skills – advanced oral and communication skills
- Interpersonal skills – ability to connect with students as well as mentors and stakeholders

A successful candidate will ideally have:

- A minimum of five years teaching experience, with some of that time in New Zealand
- Experience in teaching The Lion Foundation Young Enterprise Scheme (YES)
- A record of success in getting students through to the completion of YES
- A record of success in getting students NCEA credits with Business Studies Achievement Standards

It would be useful if the candidate has:

- Experience in teaching other enterprise programmes besides YES – either a feeder programme from the Trust or from a third party
- Experience in teaching financial literacy and offering relevant unit standards

Key Attributes

As a lean, nimble charity it is important for all team members to balance the tensions between thinking and doing, between being self-sufficient and working as a team player. As such, it is important that you are:

- An innovator – thinking of new things, thinking strategically
- Improvement orientated – always looking at how we do things better
- A hustler – a multi-tasker who rolls up your sleeves and gets things done (a “GSD” attitude)
- Results orientated – knowing how to prioritise so that you focus on achievement over activity
- Flexible – because no two days are alike, and everyone chips in wherever is needed
- Customer focused – because we exist for our students. And we only achieve what we do because of our extended family (funders, teachers, partners, volunteers, alumni and other stakeholders).

Our brand values are very important to us, and we look for these attributes in everyone who works for us:

- **Love What You Do** – working for Young Enterprise is more than having a job or a career, it is about having purpose and passion
- **Connect & Collaborate** – our strength lies not just in how we work together as a team, but how we connect with our “extended family” and collaborate with like-minded organisations and individuals
- **Try New Stuff** – we model ourselves on the start-up ecosystem we are trying to help build. We love

pilots and value the ability to innovate but also accept failures and the need to pivot

- **Make It Real** – theory only goes so far. The best learnings, for our students and ourselves, is an authentic one where the experience is real
- **Aim for Awesome** – because that's what makes all of the above great.