

Position:	Team Leader Education Pouako Matua
Reports To:	Director
Direct Reports:	Education team members (x2)
Job Status :	Full time (37.5 hours per week)

Position Description

1. Leadership and Strategic Development
 - Provide excellent leadership for the Education Department through setting a clear strategic direction, regularly reviewing the departments performance and adjusting strategy and delivery as required to ensure optimal performance is achieved and maintained
 - Ensure the terms and conditions of the Ministry of Education LEOTC contact are met along with any administration and reporting requirements
 - Develop and maintain efficient systems and procedures in support of the education departments operations
 - Ensure the Education Department meets and maintains industry professional standards and keeps up to date with best practice
 - Ensure the Director is kept informed about significant issues
 - Assess and identify community needs and opportunities and ensure these are considered and factored into strategic planning as appropriate
 - Ensure the education department operates in accordance with the Treaty of Waitangi and the spirit of kaitiakitanga (guardianship)

2. Staff Management
 - Create and maintain a positive education staff culture with a strong teamwork approach
 - Provide clear directions for education staff through providing annual performance targets, departmental meetings and providing feedback on individual performance.
 - Ensure education staff receive regular performance reviews, including a formal end of year review
 - Develop education staff to their full potential through guidance, coaching, mentoring and professional development
 - Proactively deal with performance or behavioural staff issues, in accordance with good human resources practice, to ensure a satisfactory outcome for the Museum

3. Relationships (stake holder relationships)
 - Create and maintain mutually beneficial relationships between the Museum, schools and teachers.
 - Enhance, enrich and promote the Tairāwhiti Museum education programme to all school communities within the Tairāwhiti and Wairoa catchment area.
 - Generate and sustain strong professional links with Kaupapa Māori and Whānau Reo Māori Kura.
 - Actively work to keep rural schools engaged with the museum and work to find new ways to meet the needs of this community
 - Maintain a positive relationship with Wairoa museum
 - Represent the Museum at meetings, conferences, workshops and other occasions as

required and as funding allows

4. Teaching

- Deliver engaging learning experiences based around exhibitions, art, tāonga and social history objects in the museum collections to all schools within the Tairāwhiti and Wairoa area.
- Deliver lessons that inspire students and the broader community to appreciate, enjoy and learn more about the Tairāwhiti region, its history, art and culture.
- Develop new lessons and refresh existing lessons to ensure learning experiences are current and using best pedagogy to engage and inspire students
- Work with museum staff to develop and implement lessons.
- Provide lessons primarily at the museum but also at schools and through wānanga as appropriate

5. Planning & Reporting

- Plan and establish education programmes that draw upon the unique resources available at Tairāwhiti Museum
- Ensure that all education programmes provided serve to enhance the current New Zealand Curriculum framework and National curriculum requirements.
- Regularly gather feedback and suggestions from the Liaison Committee, teachers, peers and students.
- Use feedback to review and improve the education programme and delivery
- Prepare reports as required, including LEOTC reports for the Ministry of Education
- Meet with the Liaison Committee as required by the Ministry of Education contract

6. General

- Remain current with pedagogical practice, trends and developments, especially in relation to museum education
- Contribute to the museum and museum education profession through maintaining and enhancing links with other museum educators and participation in professional development as appropriate
- Follow health & safety requirements according to health & safety legislation and museum policy and procedures
- Contribute to a positive, professional and productive work environment
- Adhere at all times to professional and ethical standards
- Other duties as directed, sometimes off-site and at weekends and/or on public holidays

Skills, Knowledge and Personal Attributes

Skills and Knowledge:

- A university degree or post-graduate degree or diploma in Education, Maori Studies, Art, Social History or other relevant area of study
- Minimum of 2 years teaching experience
- Minimum of 2 years staff management experience, preferably in an education context
- A proven capacity for effective and positive communication, including public presentation skills
- Strong written, verbal, analytical and reasoning skills including report writing experience
- EITHER fluency in Te Reo and tikanga Māori OR strong background in art history,

contemporary art or art education OR strong background in social sciences OR a combination of any of these

- Strong understanding of, and preferably experience in, Museum practice
- Understanding of the principles and practice of the Treaty of Waitangi.
- Strong leadership and team work qualities
- Full Drivers license
- Computer literate

Personal Attributes:

- Ability to remain calm and maintain a problem solving stance in response to challenging situations
- A mature approach, discretion and sound judgment
- A positive attitude
- High standards of professionalism and integrity
- A hard-worker, who is productive, proactive and can meet deadlines on time to a high standard
- A strong team person who is flexible, contributes constructively to team goals and activities, and can work independently as needed
- A person who can work constructively with a wide range of people at a variety of levels to advance strategic and business goals of the Museum
- A desire to enhance, enrich and promote Tairāwhiti Museum to all schools in the catchment area
- A desire to work in, help create and maintain a fun positive working environment