Job Description: TE HEREKA ICT FACILITATOR (Year 0-8)

POSITION TYPE: ICT Facilitator (full-time fixed term, project based)
REMUNERATION: Pay as per PTCA and 3 RRR units (+ travel mileage)
LOCATION: Based at Te Iho in Invercargill, with travel to all 23 Invercargill Primary Schools during the course of the year.

TE HEREKA POSITION PURPOSE:
IPPA students and teachers will gain expanded opportunities to engage with innovative digital tools and interactive learning experiences that develop practical competencies and prepare students to confidently apply new technologies across the curriculum.

POSITION SUMMARY:
The ICT Facilitator will work across 23 Invercargill primary schools in a mobile capacity. You will deliver hands-on digital learning experiences with innovative ICT tools and provide educators with practical support to integrate digital competencies across the curriculum.

KEY RESPONSIBILITIES:

Specialist facilitation:
- Lead interactive digital learning sessions for visiting Year 0–8 students in the IPPA schools..
- Set up, and utilize the facilitation space to generate positive learning outcomes.
- Maximize student engagement and learning opportunities with ICT tools and digital platforms..
- Complete any tasks that are required to support continuation or celebration of the learning.

Curriculum Alignment:
- Deliver programmes that complement the New Zealand Curriculum / Te Mātaiaho, focusing on practical digital competencies and computational thinking.
- Create learning opportunities that supplement and extend the core digital technology curriculum.
- Set, deliver, meet and evaluate learning outcomes.

Relationships:
- Liaise effectively with schools in a timely manner to provide tailored planning and outcomes.
- Build rapport and establish clear digital citizenship and safety boundaries with students and classroom teachers.
- Operate collegially within the Te Hereka facilitation team.

Session & Time Management:
- Collaboratively plan with schools prior to visits how their session itineraries will be shaped up.
- Pace learning schedules seamlessly, keeping energy and interest high.

Teacher Upskilling & Modeling:
- Model effective ICT pedagogy and strategies for teachers during visits so they can add to their own practice.

Itinerant Operations and Cluster Support:
- Transport, set up, and maintain specialized equipment and digital kits between school visits.
- Ensure mobile hardware and software tools are updated, stocked, and ready for use
- Ensure ICT budget and accountability requirements are maintained
- Support local schools during Polyfest week

Health and Safety:
- Maintain strict health and safety standards in line with host school policies and procedures
- Follow and uphold all appropriate policies/ procedures (including digital citizenship and online safety)

KEY SKILLS AND ATTRIBUTES:

- Current New Zealand Teacher Registration with proven experience using the New Zealand Curriculum / Te Mātaiaho effectively to design interactive learning experiences.
- High energy, adaptability, and stamina to lead active, hands-on ICT sessions for energetic primary students.
- Responsive to varying school needs, adapting delivery to align with different school cultures, capabilities, and scheduling requirements.
- Clear, effective communicator skilled at liaising directly with schools to understand their specific needs, group dynamics, and learning outcomes, ensuring their allocated time is planned and utilized effectively
- Independent and highly organized, with the ability to manage schedules, itinerant equipment, and daily logistics effectively.
- Solutions-focused and achievement-driven mindset to meet target learning outcomes and maintain quality delivery standards.
- Collaborative approach with strong interpersonal and communication skills to build quick rapport with students, teachers, principals, and parent helpers.
- Creatively able to differentiate delivery and meet the diverse learning needs of students across Years 0–8.
- Strong commitment to Te Tiriti o Waitangi and cultural responsiveness in session delivery.
- Specific familiarity and experience with educational technology platforms and tools common in primary schools (e.g., Google Workspace, Apple tools, coding applications).
- Current clean NZ Driver's License and access to a reliable vehicle for mobile travel between cluster schools.

KEY PERFORMANCE INDICATORS:

Success in this role will be demonstrated through positive student and teacher feedback following visits, equitable service delivery across schools, high standards of resource and facility care, and effective professional relationships built across the cluster. Detailed annual KPIs will be agreed upon during planning during onboarding.