TE PAERANGI – SOUTH AUCKLAND MIDDLE SCHOOL

POSITION DESCRIPTION

Kaiako – Learning Languages & Literacy

Position Title	Kaiako – Learning Languages & Literacy (Permanent, Full-time)
School	Te Paerangi | South Auckland Middle School (SAMS), Manurewa, Auckland
Reports to	Principal
Working Relationships	**External:** Whānau, iwi and Pacific communities, Ministry of Education, community organisations, cultural groups, external providers. **Internal:** Principal, Senior Leadership Team, kaiako, learning support staff, students, administrative staff, Board.
Salary	Terms and conditions, including base salary, are set by the relevant collective agreement. Actual salary will be determined by qualifications and experience.

Purpose of the Position

To deliver high-quality, well-structured and culturally responsive teaching and learning programmes in Learning Languages and Literacy for Years 7–10. The kaiako will strengthen students' reading, writing, speaking and listening, celebrate the languages and cultures of our learners, and create authentic learning experiences that enable rangatahi to thrive. To integrate Te Reo Māori into this Learning Area.

The successful applicant may also teach in other curriculum learning areas as determined by school staffing requirements and aligned with the applicant's strengths, qualifications and experience.

Key Responsibilities and Appraisal Indicators

Key Responsibilities	Appraisal Indicators
Teaching and Learning Programmes	Effective teaching programmes are planned, delivered and assessed in accordance with The New Zealand Curriculum and school expectations. Students demonstrate engagement, progress and achievement.
Learning Languages Programme	Engaging and culturally responsive Learning Languages programmes are planned, delivered and reviewed to meet the needs of learners across Years 7–10.
Literacy Teaching and Achievement	Explicit, evidence-informed literacy teaching is delivered. Students make measurable progress in reading, writing, speaking and listening, building the foundations needed for success across the curriculum and into NCEA.
Use of Assessment Data	Assessment data is used to identify learning needs, monitor progress and plan targeted teaching that accelerates student achievement.
Te Reo Māori and Tikanga Māori	Te reo Māori and tikanga Māori are integrated into everyday teaching and classroom life. The kaiako contributes to, or actively grows their capability in, te reo Māori.
Curriculum Teaching Contributions	Teaching in additional curriculum areas is delivered effectively in accordance with school needs and the kaiako's strengths and expertise.
Whānau and Community Partnerships	Strong, respectful relationships are established and maintained with students, whānau and the wider community, including Māori and Pacific communities.

Key Responsibilities	Appraisal Indicators
Collaborative Practice	Works collaboratively with colleagues to plan, moderate and share effective practice, and contributes positively to school improvement within a small, innovative and close-knit kura.
Student Wellbeing	Promotes a safe, inclusive and culturally responsive learning environment where rangatahi feel valued, supported and able to thrive.

Tasks and Duties

Teaching and Learning

- Plan, prepare and deliver engaging, well-structured and culturally responsive Learning Languages and Literacy programmes across Years 7–10.
- Use explicit, evidence-informed teaching practices to build students' reading, writing, speaking and listening skills.
- Create positive, engaging and culturally responsive learning environments for rangatahi.
- Assess, monitor and report student progress and achievement.
- Differentiate learning to meet diverse student needs.
- Maintain effective classroom management and positive learning environments.

Literacy and Assessment

- Use assessment data to identify learning needs, monitor progress and plan targeted teaching.
- Support learners to strengthen the literacy foundations they need for success across the curriculum and into NCEA, including the literacy co-requisite.
- Contribute to school-wide literacy initiatives and consistent literacy practice across learning areas.
- Participate in school assessment, reporting and moderation processes.
- Work collaboratively with colleagues to plan, moderate and share effective practice.

Languages, Culture and Te Reo Māori

- Value and build on the languages, cultures and identities that students bring with them, including Māori and Pacific learners.
- Contribute to the integration of te reo Māori and tikanga Māori in everyday teaching and school life.
- Teach or support te reo Māori where able, and actively develop own te reo Māori capability.
- Support school cultural events and language celebrations (e.g. Te Wiki o te Reo Māori and Pacific language weeks).

Whānau and Community Partnerships

- Build and maintain strong, respectful relationships with students, whānau and the wider community.
- Communicate regularly with whānau about student learning and progress in literacy and languages.
- Draw on knowledge of, or connections to, the local community, including Māori and Pacific communities, where possible.

Professional Responsibilities

- Maintain current Teacher Registration and Practising Certificate requirements.
- Participate fully in appraisal, Professional Growth Cycles and professional learning, including in literacy and language teaching.
- Contribute positively to staff meetings, team planning and school events.
- Uphold the school's values and strategic priorities.
- Maintain professional standards in accordance with Teaching Council expectations.

Health, Safety and Wellbeing

- Ensure the safety and wellbeing of self, students, staff and visitors at all times, including during school trips, cultural events and off-site activities.
- Comply with all health and safety requirements, Board policies and relevant legislation.
- Actively contribute to a safe, inclusive and respectful school environment.

General Responsibilities

- Comply with all Board policies, procedures and relevant legislation.
- Support and promote the vision, values and strategic direction of Te Paerangi | South Auckland Middle School.
- Maintain confidentiality and professional integrity in all aspects of the role.
- Teaching hours and curriculum teaching contributions may vary as required to meet the operational needs of the school, aligned with the kaiako's strengths and expertise.
- Undertake any other duties reasonably required by the Principal that are consistent with the position, regardless of whether these are detailed in this job description.

Declaration

This job description forms part of the employment agreement between the employee and the Board of Trustees. It is intended to describe the general nature of the duties and responsibilities of the position and should not be seen as a definitive or exhaustive list of tasks. It may be reviewed as part of the ongoing school planning and performance management process, in consultation with the employee, in accordance with the applicable collective agreement.

Employee's name	
Employee's signature	Signature: _____ Date: _____
Principal's name	
Principal's signature	Signature: _____ Date: _____