Job Description

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| **Position Title** | National Practicum Coordinator  | **Team/****School:**  | Education Team School of Undergraduate Studies  |
| **Position Holder** |   | **Date**  | November 2020 |
| **Reports to** | National Programme CoordinatorEducation, Whakatāne  | **Location**  | Whakatāne  |
| **Agreed By****(Please Sign)** | Position Holder |  |  |
|  | Manager/Team Leader  |  | Date |
|  | HR Manager |  | Date |

 

# STATEMENT

**The Wānanga:**

* **is firmly committed to the principle of equal opportunity for all, and recognizes the need to give practical effect to such responsibilities both as an employer and as an educational provider.**
* **provides a supportive, safe and healthy environment which is conducive to quality teaching, research and community service.**
* **is committed to providing a workplace free from harassment.**

**PURPOSE OF POSITION**

The National Practicum Coordinator will assist students of Te Tohu Paetahi Ako – Bachelor of Education (Teaching) programme across all delivery sites to achieve programme practicum outcomes.

The National Practicum Coordinator will be responsible for:

* Negotiating practicum placements for students in Whakatāne, Tāmaki, Whāngarei and satellite sites with service providers (e.g. Kura, School, Kōhanga Reo, Early Childcare Centre or other Institutions) and preparing memorandum of understandings (MOU) agreements with all education providers who accept student teachers for practicum placement while enrolled at Te Whare Wānanga o Awanuiārangi.
* Communicating directly with the management of service providers.
* Communicating with specific associate teacher(s) where students are placed.
* Implementing teaching practice process and procedures including observations where required
* Liaising with lecturer colleague(s) who are responsible for briefing, assessing, and preparing students for practicum placement or, and where required, to teach specialist courses requiring bi-lingual delivery

## **TE WHARE WĀNANGA O AWANUIĀRANGI - VISION, MISSION AND VALUES;**

## **VISION**

*Rukuhia te Mātauranga ki tōna hōhonutanga me tona whānuitanga. Whakakiia ngā kete a ngā uri o Awanuiārangi me te iwi Māori whānui ki ngā taonga tuku iho, ki te hōhonutanga me te whānuitanga o te mātauranga kia tū tangata ai rātou i ngā rā e tū mai nei.*

Pursue knowledge to the greatest depths and its broadest horizons. To empower the descendants of Awanuiārangi and all Māori to claim and develop their cultural heritage and to broaden and enhance their knowledge base so as to be able to face with confidence and dignity the challenges of the future.

## MISSION

*Ū tonu mātou ki te whai ki te rapu i te hōhonutanga o te mātauranga kākanorua o Aotearoa, kia taea ai te kī, ko wai anō tātou, me te mōhio ko wai tātou, kia mōhio ai nō hea tātou, me pēhea hoki tātou e anga whakamua.*

*Parau ana tēnei ara whainga, hei whakapūmau anō i te tino rangatiratanga, hei taketake ai te ihomatua Māori me ōna tikanga kia ōrite ai te matū ki ngā mātauranga kē.*

Koia rā ka tū pākari ai, tū kotahi ai hoki me ngā iwi o te ao tūroa*. Koia nei te ia o te moemoeā me ngā tūmanako o Te Whare Wānanga o Awanuiārangi.*

***Haere mai… Me haere tahi tāua.***

We commit ourselves to explore and define the depths of knowledge in Aotearoa, to enable us to re-enrich ourselves, to know who we are, to know where we came from and to claim our place in the future.

We take this journey of discovery, of reclamation of sovereignty, establishing the equality of Māori intellectual tradition alongside the knowledge base of others.

Thus, we can stand proudly together with all people of the world. This is in part the dream and vision of Te Whare Wānanga o Awanuiārangi.

## **VALUES**

***Manaakitanga*:** To respect and care for students, our manuhiri, our communities and each other.

***Whanaungatanga***: To value all relationships and the kinship connections with our students, our communities and each other.

***Kaitiakitanga***: To ensure the ongoing sustainability of our organization and to protect and support the unique obligations we have to Ngāti Awa, Mataatua and wider whanau, hapu and marae.

***Pūmautanga***: To commit to excellence and continuous improvement in everything we do.

***Tumu whakaara***: To inspire and ethically lead through example and outstanding practice.

**BACKGROUND**

Te Whare Wānanga o Awanuiārangi is a vibrant and exciting tertiary education institution providing a dynamic learning environment where students can discover their own potential for educational success.

Our programmes are designed to ensure academic excellence – we are benchmarking our programmes against those of other institutions and lifting the bar on standards. As we lift our research capacity, ongoing programme re-development will be informed by best practice.

As a Wānanga, Te Whare Wānanga o Awanuiārangi is charged with delivering tertiary programmes grounded in Kaupapa Māori and Āhuatanga Māori. This means that Māori knowledge and practices are central components to the academic programmes, teaching delivery and student experiences. Tikanga Māori and Te Reo Māori are central to the way in which we operate and is reflected across Te Whare Wānanga o Awanuiārangi in our programmes and practices. While some of our programmes have a high level of Māori language emphasis, others are designed to support new and emerging language learners.

Te Whare Wānanga o Awanuiārangi further provides programmes that are portable and transferable both nationally and internationally. Therefore, it is important that we explore and integrate the World view of both Māori and other indigenous peoples, and engage in and critique the world views of others.

Transformative approaches to educational achievement are a cornerstone of our broad and unique programme offerings, as we focus on providing an education that will encourage and support community development and growth, enable educational portability for our students both within Te Whare Wānanga o Awanuiārangi and the wider tertiary sector.

Operations are based at three locations – Whakatāne, Tāmaki Makaurau (*Auckland)* and Whāngarei. We also deliver on marae across the Te Ika a Maui *(North Island).*

**School Undergraduate Studies**

The School of Undergraduate Studies maintains and develops:

* Programmes for educators who through critical discourse will promote and enhance current and future student learning potential
* Research programmes that enhance Māori knowledge, resources, capability and capacity in the business and management.
* Leading edge capability in educational delivery systems and learning design.
* An integrated set of timely and appropriate programmes online.
* Regional, national and international alliances to enhance our learning and research

**DIMENSIONS AND AUTHORITY**

***Staff*** *None*

***Financial:*** *Nil*

**RELATIONSHIPS**

***Internal:***

* Head of School of Under Graduate Studies and National Programme Coordinator – Education
* Other Academic staff delivering teaching and education programmes in Whakatāne, Manukau (Tamaki Makaurau) and Whāngarei
* Academic Registry staff
* Corporate Registry staff (including Operations, Marketing, IT, and Finance)
* CE Office staff
* Other staff at Whakatāne
* Students

***External:***

* Placement providers; management and associate teachers
* Iwi and hapū
* Community and business organisations
* Mainstream and Kura Kaupapa Māori primary and secondary schools

**KEY RESULTS AREAS**

You will be expected to provide students with the opportunity to integrate theories into practice under the guidance of qualified, skilled, knowledgeable and experienced associate teachers.

The role of Practicum Coordinator encompasses the following major functions or Key Result Areas:

1. Relationship building with Schools
2. Practicum coordination/ Teaching
3. Administration/ Filing of all reports
4. Professional development
5. Community engagement
6. Team and personal effectiveness
7. Effective Communication and client focus
8. General requirements of all Wānanga employees

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| **Key Result Areas****What am I meant to do?** | **How do I know I’m successful?** |
| **KRA 1: Relationship Building Schools** |  |
| * Ensure a Memorandum of Understanding (MOU) between Te Whare Wānanga o Awanuiārangi (TWWoA) and centre/kura management is in place prior to placement of students;
* Maintain positive and sustainable relationships with schools who already have MOU with TWWoA, and develop relationships with new schools
* Provide support to student, lecturer and/or associate where appropriate.
 | * Approved and agreed MOU’s for all schools that students are placed with have been received and filed in hard copy and electronically.
* Regular reports are provided to manager to agreed specifications.
	+ Regular, consistent and constructive feedback regarding coordination process, communication and student/associate support – evidenced by email, journal notes, practicum debriefs or meeting minutes.

 * + Support provided in a timely manner.
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| **KRA 2: Practicum Coordination/ Teaching** |  |
| * Organise teaching experience for students on practicum
* Ensure all documentation such as application to be an associate, practicum requirements, associate’s reports, visiting lecturer’s reports, practicum briefs, guidelines for associates and principals, and payment of associates are completed in a timely manner.
* Placement considerations are made. These include considerations of:
	+ level
	+ curriculum interests
	+ the need to experience diverse learning situations, and locality
* Organise practicum/placement briefing and professional development hui with associates and students;
* Organise observation schedules for practicum lecturer’s and students, and provide support for observation visits where deemed necessary;
* Follow up with students who do not meet their practicum obligations, examples being lateness and failure to attend without notice, and work with the associate teacher and the school to support these students to meet their practicum requirements.
* Assist with rescheduling of practicum (if possible) if students where students fail to meet minimum requirements. Provide recommendations to National Programme Coordinator Education and appropriate lecturer regarding student support.
* Recruit students to all and any Wānanga programmes as may be required from time to time.
* Demonstrate a commitment to Te reo Māori, āhuatanga Māori me ngā tikanga Māori.
* Remain current in the use of the technology in education, teaching and learning knowledge and current learning practices. Contribute to and practice the dissemination of such knowledge within the programmes
 | * All required practicum requirements are met.
* All required documentation is collated and filed both in hard copy and electronically.
* All students have been placed and the practicum requirements for their particular major, and the programme are met.
* Practicum briefing completed and signed off by student and associate in the practicum brief.
* Visiting schedule completed and circulated to staff and students at least 2 weeks prior to practicum.
* All students meet the 100% attendance requirement for practicums by the end of the year.

Rescheduling achieved and documented.Recommendations for student support are documented and communicated as per process.* Assist the marketing director to promote the programme as evidenced by increased student enrolments. Assist with off campus marketing activities.
* Incorporate Te reo Māori, āhuatanga Māori and tikanga Māori into the papers taught.
* Participate in such activities. Evidenced by desk diaries, workbooks and meeting minutes. Agreed outcomes achieved.
* Practicum will reflect the best research and exemplary practices. Adopt and utilise the eWānanga and other relevant Online Learning systems for delivery support of practicum.
* Positive student and associate teacher evaluations.
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| **KRA 3: Administration** |  |
| * Participate in and contribute to the administrative processes in the Wānanga.
* Undertake particular tasks and responsibilities to maintain the effective and efficient administration of practicums within the Bachelor of Education programme
* File all practicum documentation/reports from the practicum and placement assignments.
 |  Attendance at School, Programme, Academic Committee and Wānanga meetings, involvement in policymaking and implementation of policy. Evidenced by meeting minutes.* Maintain time frames for the efficient administrative management of practicum’ as evidenced by written communications.
* Copies of student practicum portfolio’s, associate reports, visiting lecturer’s reports, guidelines for associates and principals, practicum briefs, principal’s comments are electronically filed.
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| **KRA 4: Professional Development** |  |
| * Actively seek out opportunities to grow professionally as negotiated with the Head of School.
 | * Development and implementation of a relevant and realistic professional development plan agreed during performance appraisals.
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| **KRA 5: Community Engagement** |  |
| * Demonstrate the ability to forge and maintain strong links with individuals, community, Iwi, hapū and organisations concerned with the promotion and practice of the aims and objectives of Awanuiārangi and the programme(s).
 | * Consistent, constructive and effective liaison with the staff, students, professional organisations, business organisations, Iwi and hapū groups. Evidenced by dairy notes and meeting minutes.
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| **KRA 6: Team and Personal Effectiveness** |  |

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| * Provides relief to team members during leave or peak workload.
* Documents critical functions within areas of responsibility.
* Where appropriate carries our co-ordination duties effectively and efficiently.
* Continual updates own knowledge and skills relating to technology, administrative systems and other related to the position.
 | * Team are supported as required.
* Feedback evidences good communication is fostered with the team and other staff members.
* Timely completion of Programme Academic Committee (PAC) duties.
* Work processes are updated on an annual basis.
* Professional development and training is undertaken as required.
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| **KRA 7: Effective Communication and client focus.** |  |
| * Develop effective relationships with stakeholders, clients and external agencies through provision of information and development of effective communication channels in order to influence quality thinking internally and externally, advocate across stakeholder organisations, work with agencies and other external organisations to contribute to the Quality Improvement way of working.
 | * Effective relationships are built and maintained.
* Effective communication with stakeholders.
* A strong customer focus in maintained.
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| **KRA 8; General Requirements of all Wānanga Employees*** Possess a student-centric work ethic. Actively seek to provide the best possible service to our students;
* Promote the Wānanga as a positive and dynamic learning environment;
* Commit to providing quality education;
* Meet your obligations under the Health and Safety at Work Act 2015 by;
	+ - Being responsible for maintaining a safe and healthy workplace,
		- Following health and safety rules, policies and procedures,
		- Reporting accidents, injuries and unsafe equipment, practices or conditions,
		- Taking reasonable care to look after your own health and safety at work, your fitness for work, and the health and safety of others.
* Strive for high student retention and success;
* Ensure your own safety and the safety of others while at work;
* Understand hazard management and identify them in the context of your work environment;
* Be culturally aware;
* Participate in the Wānanga appraisal process;
* Improve and develop yourself through training and professional development opportunities;
* Undertake any other key duties as agreed with your Manager;
* Commit to assisting your manager/supervisor to achieve Educational goals.
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The responsibilities and expectations outlined in this job description may after consultation vary from time to time according to the needs of the Team, and the clients of Wānanga. Instructions for any variances will be communicated by the Manager.

Person Specification

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| **Technical/Professional Qualification** |  |
| **Essential**  | **Desirable** |
| * A minimum of a relevant Master degree in Education.
* A teaching qualification.
* Full Practice Status as a registered teacher
* A current, unrestricted private motor vehicle licence.
 | * A PhD.
* Adult teaching qualification.
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| **Experience** |  |
| * At least five years primary (Kura Kaupapa Māori or mainstream) teaching experience.
* Tertiary teaching experience.
* Experience in delivery of the prescribed courses and programmes (i.e. Bachelor of Education (Primary)).
* The ability to kōrero te reo Māori to at least an intermediate level and a practicing knowledge of Tikanga Māori.
* Demonstrated strong links and relationships with relevant industries
* A demonstrated record of on-going professional development.
* Proven ability to work co-operatively with colleagues both as a team member and a team leader.
* Ability to work autonomously and to complement and contribute to the work and outcomes of Te Whare Wānanga o Awanuiārangi.
* Proven and effective student communication.
* Demonstrated excellence in teaching, using a variety of skills and ranges of methodologies and techniques.
 | * Knowledge and experience in the Wānanga sector.
* Tertiary teaching experience to Masters level.
* Fluency in Te Reo Māori.
* Evidence of sound relationships and commitment to Iwi, community, industry and professional groups.
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| **Skills and Attributes** |  |
| * **Ahuatanga Māori**-The ability to embrace a Māori world view that is underpinned by the values of Tika, Pono, and Aroha.
* Proven skills in effective communication.
* **Student Centric-**the ability to put students first. Builds strong relationships and ensures Te Whare Wānanga o Awanuiārangi is responsive to student’s needs.
* **Quality Orientation-**produces high quality work and results.
* Excellent communication, organisational and planning skills.
* Understanding and commitment to Equal Educational Opportunities and an awareness and understanding of Te Tiriti o Waitangi
 |  |