



## HE TŪRANGA AKO

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ki te hirikapo, ki te ngākau o te tamaiti  
ko te kōhanga reo*





# TE TŪRANGA KAIAKO



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ki te hirikapo, ki te ngākau o te tamaiti*

*“Ko Te Kōhanga Reo te poutokomanawa o te whare.  
e pupū ake ai te mana, te ihi, te wehi o te Māori”*

*A T Mahuika, Te Korowai*

## Te Pūtake o te Tūranga / Position Purpose

*“Manaakitia ngā mokopuna  
Whāngaitia ki te ūkaipo  
Ki te kupu kōrero  
Atawhaitia i roto i ngā tikanga  
Kia tipu  
Kia tū tangata  
I roto i tēnei ao hurihuri”*

1. Ko te Kaiako te kaiwhāngai i te mōhio ki te mokopuna, ko te Kaiako anō te kaiwhāngai i nga kaiāwhina ki te mōhio me te māramatanga o āna mahi.
2. Ko te Kaiako he whakapakari, he whakahihiko ake i te Kaiako/Kaiāwhina i ngā wāhanga e ngoikore ana.

Te Kōhanga Reo is a cultural model of mokopuna learning and development responsible for the protection of te reo, tikanga me ngā āhuatanga Māori. This is a total immersion Te Reo Māori whānau programme from birth to 6 years of age to nurture mokopuna within the bosom of the whānau, where the language of communication will be Māori.

Te Kaiako ā te Kōhanga Reo is a key role in the overall development of mokopuna and kaimahi.

Te Kaiako ā te Kōhanga Reo will maintain the foundations laid down by our tipuna (Tā Hēmi). To nurture mokopuna to become competent and confident, strong in Te Reo Māori, in their identity, language, and culture.

Te Kaiako are also responsible for delivering quality mokopuna learning and achievement through the implementation of Te Whāriki ā Te Kōhanga Reo.

This includes role modelling good working relationships between mokopuna, kaimahi and whānau.

*Kia pono ki te kaupapa te whāngai i te reo me ngā tikanga ki ngā tamariki mokopuna*

## Ngā Tikanga Whakahaere o Te Kōhanga Reo

*The Five Guiding Principles - Te Korowai*

-  Te Tikanga tonu, kia ako te tamaiti Māori i te reo i roto i tāna whānau
-  Kei te whānau te tikanga, atawhai, manaaki te mokopuna
-  Te takoha herenga kei runga i te hapū, kia hua ai, ā, kia pakari ai te whānau ki te whakatau i ngā mahi
-  Ko tā te iwi he kōkiri, he āwhina, he kimi rauemi mā te hapū me te whānau
-  Te takoha herenga kei runga i te Kawanatanga i raro te Tiriti o Waitangi, kia tutuki ngā tumanako ngā wawata o te iwi Māori mō ngā whakatipuranga i here mai nei

## Ngā Pou e Wha

*The Four Cornerstones- Te Korowai*

### Te Reo, tikanga me ngā āhuatanga Māori

Ko te mokopuna te poutokomanawa o te whare o Te Kōhanga Reo, ko tōna tūāpapa ko te reo me ngā tikanga

### Whakahaere-a-whānau

Ko te whānau te kaiwhakahaere, te kaiwhakatau i te kaupapa e ū ana ki ngā aratohu kua whakatakotohia e Te Poari Matua

### Tū Tika, Tu Pono

Kia tika, kia pono ki te Kaupapa

### Whaioranga

Tauratia ngā whanonga e ora pū ai te hinengaro, te wairua, te tinana o te tamaiti, engari me whakatūturu te tohu manaaki rangatira

## Me Wairua Tōkeke

### *Ko ia o te whānau he mana Motuhake ka whakawhanuia ahakoa ko wai*

*The kaupapa of Te Kōhanga Reo acknowledges the specialness of every person in the whānau regardless of their gender, age, ability or whakapapa*

*Te Korowai*

## Kaimahi Tautuhi / Specifications

In a changing world, experience is paramount, it can guide whānau and kaimahi through critical moments and encourage best work efforts. As the years of experience mount, unique features emerge, features that become more polished and refined over time.

Ngā Tohu MOTUHAKE / Essential Qualifications	Desireable
 Fluency in Te Reo, tikanga me ngā āhuatanga Māori	 Te Tohu Mātauranga Whakapakari Tino
 Te Tohu Mātauranga Whakapakari Tino Rangatiratanga o Te Kōhanga Reo (L6 Diploma)	Rangatiratanga o Te Kōhanga Reo (L7 Degree)
 A current First Aid certificate	 Full driver's licence
 Clear and current Police Vetting as part of safety check requirements	 Masters or L8 Tohu
	 Kaiwhakamātau for the Rohe

<b>Tūmahi Wheako MOTUHAKE / Essential</b>	<b>Desireable</b>
<ul style="list-style-type: none"> <li> Demonstrates experience and understanding of Te Whāriki ā Te Kōhanga Reo</li> <li> Sound understanding and knowledge of Te Kōhanga Reo Kaupapa, Te Korowai, te Tūtohunga me Te Ara Tūāpae</li> <li> Experience and skills in child management practices, working with your peers and whānau engagement</li> <li> At least three years' experience as a Kaiako in Kōhanga Reo</li> <li> Ability to work with and receive advice and direction from the Kaiako Matua</li> </ul>	<ul style="list-style-type: none"> <li> Role models and inspires others to speak Te Reo Māori</li> <li> Ability to champion Te Kaupapa o Te Kōhanga Reo</li> <li> Good verbal, written and interpersonal communications skills</li> <li> Embraces and promotes use of technology</li> <li> Ability to communicate, build and maintain rapport with others</li> <li> Desire to work towards ongoing professional and personal development</li> </ul>

### Ngā Whāinga Paetae / Key Results / He aha ngā mahi?

<b>No compromising Te Reo</b>	<ul style="list-style-type: none"> <li> Demonstrate Tino Rangatiratanga through leadership towards the collective aspirations of Te Kōhanga Reo Whānau and Kaimahi</li> <li> Focus on lifting quality and fluency of Te Reo Māori such as kōrero ōkawa, kōrero ōpaki, kīwaha and wetewete reo in Te Kōhanga Reo</li> <li> Guide the delivery of Te Whāriki a Te Kōhanga Reo, Whakamahere, Mātai, Pūmahara, Wānanga me Te Arotake</li> <li> Model the importance of tikanga, good practices, interaction with Mokopuna, Whānau, Kaimahi and Manuhiri</li> </ul>
<b>Normalise Te Reo</b>	<ul style="list-style-type: none"> <li> Provide opportunities that will strengthen, excite, and inspire the entire Whānau, Mokopuna, Kaumatua, Kaimahi as valuable contributors to Te Kōhanga Reo</li> <li> Encourage Parents and Whānau to learn Te Reo Māori with their Mokopuna supported by Kaumatua, and other Kaimahi</li> <li> Encourage and support the use of Te Reo Māori in the home</li> </ul>
<b>Kōhanga Reo quality</b>	<ul style="list-style-type: none"> <li> Be accountable to Whānau</li> <li> Maintain good communications between Kaimahi and Whānau</li> <li> Conduct regular self-review and evaluation with Kaimahi on Te Whāriki a Te Kōhanga Reo and Kaupapa delivery and implementation</li> <li> Provide guidance and support with any day-to-day situations that require resolutions and/or where required refer to Te Kōhanga Reo policy/procedures</li> <li> Ensure Kōhanga Reo is always clean and safe</li> </ul>

<p><b>Empower and strengthen mokopuna and whānau</b></p>	<ul style="list-style-type: none"> <li>🌱 Identify situations and circumstances that are unhealthy or unsafe for Mokopuna, Kaimahi, self and others and act to prevent these situations</li> <li>🌱 Oversee daily routines that support the well-being of mokopuna and others in Te Kōhanga Reo</li> <li>🌱 Collectively plan, prepare, and maintain a budget to meet Mokopuna and Kaimahi needs</li> <li>🌱 Attend where appropriate Whānau Hui and report on Mokopuna, Kaimahi and Kaupapa progression</li> </ul>
<p><b>Nurture and grow</b></p>	<ul style="list-style-type: none"> <li>🌱 Ensure the maintenance of ALL Kōnae Mokopuna</li> <li>🌱 Reach out to Kaumātua and support them to participate in Kōhanga Reo Celebrate the success of Kōhanga Reo</li> <li>🌱 Support Whānau to actively participate in Kōhanga Reo Nurture the total well-being of Mokopuna, Kaimahi and Whānau Support the induction 'Whakauru Whānau Hou' of new Whānau</li> <li>🌱 Ensure transmission of Te Reo Māori, security, and care for Mokopuna, Whānau (collective) protection of the kaupapa, sharing of responsibilities, knowledge and expertise, greater respect, and appreciation for each other.</li> </ul>
<p><b>Quality Assurance</b></p>	<ul style="list-style-type: none"> <li>🌱 Provide advice, and mentor Whānau in their decision making as required</li> <li>🌱 Work with Whānau on licencing requirements, purchasing, maintenance of building, property, grounds, vehicles and repairs etc.</li> <li>🌱 Manage and ensure the daily Mokopuna to Kaimahi ratio requirements are met Support the maintenance of Kaimahi and Mokopuna, Health, and Safety responsibilities, which include registers, records, and reports such as: <ul style="list-style-type: none"> <li>🌱 Emergency procedures/Drills</li> <li>🌱 Hazard Identification</li> <li>🌱 Work Injury</li> <li>🌱 Accident, Illnesses</li> <li>🌱 Other relevant registers e.g., Sign in/out, Kai, Moe, Wharepaku, Medicines.</li> </ul> </li> </ul>
<p><b>Grow Te Kōhanga Reo</b></p>	<ul style="list-style-type: none"> <li>🌱 Increase Mokopuna participation</li> <li>🌱 Ensure Whānau can support Kaimahi to undertake professional development opportunities</li> <li>🌱 Actively participate in the appointment process of all Kaimahi.</li> </ul>

## Te Kaiako - Job Tasks and Responsibilities

1. Kaiako will work to an approved whānau PLAN and assist in the preparation and Implementation of Te Whāriki ā Te Kōhanga Reo.
2. The Learning Plan - Te Whāriki a Te Kōhanga Reo will be developed by all Kaimahi with guidance and advice from whānau and align to the kōhanga reo Te Ara Tūāpae.
3. The Plan will include Te Mahere ā Tau, Mahere ā Māori, ia Rā.
4. The Plan will include Mātai Tamaiti, Evaluation of Plan and feed into the monthly report which provides feedback of the overall learning of mokopuna for parents and whānau hui.
5. Mokopuna records and all relevant documentation are professionally maintained and updated as a Team.
6. Kaiako will support the overall quality care to mokopuna, making sure that the resources and facilities are maintained and cared for to the highest standard.
7. To uphold Te Kōhanga reo policies, rules and procedures as set out in Te Tūtohinga.
8. Mahitahi between all kaimahi, mokopuna and whānau is harmonious, positive, trusting and absolutely whānau friendly. Me tūrangahākoa te whare o ngā tamariki.
9. Ensure that the safety of mokopuna is paramount.
10. Seek support, advice and pursue relevant training to upskill within the kaupapa.
11. Kaiako will attend kaimahi hui, recognising this is a key element of their role.

*“Me tūrangahākoa te whare o ngā mokopuna.”*

## Te Kaiako - Other Duties

*“Kia pono ki te whakatinana i te taha manaaki ahakoa ko wai te tangata.”*

1. The Kaiako will be required to attend Professional Development as determined by the Kaiako Matua and/or whānau that will be of benefit to the role of Kaiako.
2. Attend whānau hui, kaimahi hui and other hui relevant to the kaupapa as agreed to by the Kaiako Matua and/or whānau
3. Kia pono ki te whakatinana i te taha manaaki ahakoa ko wai te tangata.

*“Me ū ki te kaupapa, me pono ko te reo māori te reo ako, te reo kōrerorero, te reo whakapakari i te katoa o te tipu o te mokopuna.”*

## Whakamana i te Tūranga- Kaiako

The below section is to be completed by the Kaiako Matua only when employment has been offered by the Whānau. Completion of this section confirms the Kaiako Matua has reviewed the job description and understands the requirements of the role as defined in the job description by the Whānau.

**Kaiwhakamana** .....  
(Signature of nominated person on behalf of the whānau.)

**Ingoa o te Kaiako** .....  
(Kaimahi Name)

**Waitohu o te Kaiako** .....  
(Kaimahi Signature)

**Te Rā** .....  
(Date)

**Te Rā Arotake** .....  
(Review Date of Job Description)

**'Me pioke he awheo mō Te Kōhanga Reo  
Te taonga tuku iho nā te Atua  
Te taonga e kore e ngaro  
I ngā tau whakahuihui  
I ngā tau takaoriori'  
Tā Himi Henare, Te Korowai**

APPENDICE – TE WHĀRIKI A TE KŌHANGA REO

WHAKAMANA			MANA ATUA			NGĀ KAIAKO ME TE WHĀNAU: MAHI NGĀTAHI		
What you will Contribute to	As a result, we will see		What you will Contribute to	As a result, we will see		What you will Contribute to	As a result, we will see	
Mā Te Whāriki a Te Kōhanga Reo e whakatō te kaha ki roto i te mokopuna ki te ako, kia pakari ai tana tipu	Support the development of good leadership among Kōhanga Reo whānau and know when and how to make good decisions for Kōhanga Reo	Kōhanga Reo whānau and kaimahi are regularly informed and engaged with Kōhanga Reo kaupapa and the mokopuna learning	Kia mōhio ki te: Whakapono, wairua, aroha, manaaki, whakakoakoa, whakahirahira	Nurturing what is extant in our children and fostering in ourselves the disciplines of respect for our Creator and the spiritual world and understanding of the relationships between humans and all living inanimate things	Wairuatanga – Spiritual and physical awareness inherent in Te Ao Māori	Kei te whānau, te hapū, me te iwi te mana ki te whakapakari i te oranga wairua, te oranga tinana, te oranga hinengaro me te whatumanawa o ia mokopuna, kia pakari ai te toro atu ki ngā hua o tōna ao Māori	Mokopuna in Kōhanga Reo are the collective responsibility of all members of the whānau who are valued in their contribution towards mokopuna development and understanding of te reo me ōna tikanga Māori	Strong whānau and kaimahi relationships that value and practice manaakitanga, aroha and Atawhai
<b>KŌTAHITANGA</b>			<b>MANA REO</b>			<b>WHAKAMAHERE, WHĀNGAI I TE REO MĀORI</b>		
Mā Te Whāriki a Te Kōhanga Reo e whakaata te kōtahitanga o ngā whakahaere katoa mō te ako a te mokopuna, mō te tipu o te mokopuna	Be united in purpose in the Kōhanga Reo by fostering a supportive process that best coordinates whānau, kaimahi and kaumātua/pakeke knowledge and talents	Robust systems in place for regular feedback, self-review, and determination on Kōhanga Reo vision and purpose	Kia mōhio ki te rangatiratanga, ki te tapu me te noa o tōna ake reo Kia matatau te tamaiti ki te whakahua i te kupu Kia mōhio ki tōna ao, te ao Māori	To infuse and nurture Te Reo Māori in our children and the entire Kōhanga Reo whānau as a living language	He taonga te reo – Māori language revitalisation in Kōhanga Reo, home and communities	Kōrerotia ngā pakiwaitara onamata ki ngā mokopuna nei Kia mātau ai rātou i ahu mai rātou i hea, e haere ana hoki ki hea	Importance of planning and contributing together ideas, aspirations, and skills of one another to ensure wellbeing of te reo me ōna tikanga Māori and its sustainability within the whānau, hapū and Iwi	Clear goals and mokopuna learning outcomes linked to Ngā Taumata Whakahirahira
<b>NGĀ HONOTANGA</b>			<b>MANA TANGATA</b>			<b>TE MĀTAI, TE PŪMAHARA ME TE WĀNANGA</b>		
Me whiri mai te whānau, te hapū, te iwi, me tau iwi, me ō rātou wāhi nohonga ki roto i te whāriki a te kōhanga reo, hei āwhina, hei tautoko i te akoranga, i te whakatipuranga o te mokopuna	Must not be separated in interest or divided in purpose, but stand together for in union there is strength	A positive clear articulation of our Kōhanga Reo vision and purpose	Kia mōhio ki ōna whakapapa, ki te pātahi o te whānau, ki ōna hoa, ōna whānau whānui Kia mōhio ki ōna kaumātua Kia mōhio ki a Ranginui rāua ko Papatūānuku	Vesting in our children by role-modelling ourselves, the positive and desirable qualities and nature of relationships between children, between adults, and between adults and children, so that self-esteem and self-worth is cultivated and cherished	He taonga te mokopuna – Confident and competent mokopuna, effective communicators in Te Ao Māori, healthy of mind, body, and soul and secure in their identity and sense of belonging	Tēnā ko tēnei, he rākau tipu hou, he rākau rea hou – kai te māioio, kai te tīmohea tonu	Observation based assessment of the mokopuna learning and development based on traditional Māori childrearing practices	Kōnae that identify pathways and capture mokopuna learning journeys
<b>WHĀNAU - TANGATA</b>			<b>MANA WHENUA</b>			<b>TE AROTAKE</b>		
Mā roto i ngā piringa, i ngā whakahaere i waenganui o te mokopuna me te katoa, e whakatō te kaha ki roto i te mokopuna ki te ako	Whānau life and activities should be intimate and not preserved by the spirit of justice but sustained by the spirit of love that reaches beyond.	Positive relationships with whānau and kaimahi based on respect and trust  Intergenerational respect from mokopuna to kaumātua/pakeke	Kia mōhio ki ōna tūrangawaewae, ki ōna marae, ki ngā pepeha o ōna iwi Kia mōhio ki te mana o ngā awa, o ngā whenua, o ngā maunga Kia mōhio ki te manaaki, ki te tiaki i te whenua	To promote this concept in a positive and effective way with our Kōhanga Reo whānau and children so that they appreciate how their whakapapa requires them to respect and to understand what their duties and obligations are to the land	Kaitiakitanga – Stewardship, protection, and preservation for Papatūānuku and her environment	Ko ngā tikanga whakamātautau he mea whakaū i te kounga o ngā mahi, he whakamahi hoki i ngā momo mātaitanga katoa e tika ana mō ngā mokopuna me ngā mātua	The provision of information to whānau about the mokopuna learning programme and making good decisions that are positive and meaningful	Evaluation and Informed judgements about the quality and effectiveness of the mokopuna learning programme
			<b>MANA AOTŪROA</b>			<b>HONO KI TE KURA/TAMAITI O TE AO</b>		
			Kia mōhio he wairua ō ngā mea katoa Te whenua Te moana Te Ao whānui Ngā whetū, te hau, ngā rākau, ngā ngāngara	Foster in ourselves in the first instance and thus our children an understanding and appreciation of the universe through exploration, discovery of nature, art, music, and science through Te Reo Māori	He tamaiti o te Ao – Awareness and responsiveness to natural, physical, and material world or universe	Ko ngā mōhiotanga e tika ana mo te mokopuna kia pakari ai tōna tū ki te kura	Whānau transition and shared journey to Kura	Confident mokopuna ready to meet all challenges

NGĀ KAUPAPA WHAKAHAERE

NGĀ TAUMATA WHAKAHIRAHIRA

TE WHĀRIKI A TE KŌHANGA REO