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| **Job title:** | Pou Whakarite Mātauranga | Educator and Content Lead |
| **Hours of work:** | 8.30am to 5.00pm (40 hours) |
| **Responsible for:** | Key external relationships |
| **Trial Period:** | Not applicable for internal candidates |
| **Direct Reports:** | Nil |
| **Purpose of the role:** | To foster, promote and enhance the overall well-being and academic success of all rangatahi and to provide meaningful and comprehensive support services to aid in their mental, emotional, and social well-being while also supporting their learning and academic journey. |
| **Key Relationships:** | Internal   * All staff   External   * Whānau * Programe Service Providers |
| **Other**  **considerations:** | This position may develop to include other tasks within your capabilities and as the  Programme evolves, in addition to those set out in the below job description. |

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| **Role Responsibilities** | |
| **Rangatahi Engagement and Leadership** | * To establish a positive and interactive relationship with each rangatahi, by enhancing motivation, and recognise and celebrate successes and positive growth. * Be a sounding board for ideas and inspirations for all rangatahi. * Monitor the progress of each rangatahi and provide feedback to the Pou Takawaenga me te Ringa Manaaki | Transitions and Pastoral Care Lead of any key insights relating to their behaviour, interests and or interactions (where appropriate) and identify shifts in perspectives and thinking. * Promote inclusion, equality and diversity in all aspects of the Programme and create a safe and supportive learning environment that encourages participation, self-expression, and personal growth.. * Create meaningful discussions that build their resilience and for them to be a ‘changemaker’ for themselves and their whānau. * Attend and contribute to the team meetings, ILP’s and impact reports and presentations. |
| **Learning and Content Development** | * Prepare lesson plans and ensure clear objectives are in place for all Programme workshops, one-off projects and work experience being delivered to achieve learning outcomes whilst adapting teaching methods and resource materials to meet the interests and learning styles of all rangatahi. * Integrate various learning methodologies and technologies to enhance rangatahi engagement and learning outcomes. * Employ a range of teaching techniques to cater to diverse learning styles and ensure inclusivity. * Provide individualised support to rangatahi facing personal, emotional, or academic challenges. * Collaborate with rangatahi, their whānau, teachers, and other stakeholders to develop and implement intervention plans where needed. * Conduct baseline assessments to identify rangatahi needs and progress targets to develop personalised support strategies to ensure rangatahi understand the content being taught and see the relevance of the content. * Maintain accurate records and documentation of rangatahi interactions and progress and feed into their Individualised Learning Plans and stakeholder reports and presentations. * Stay updated on best practices and trends on rangatahi well-being and learning support. * Provide support for all Ngāti Rārua Iwi Trust events, graduations and other external excursions associated with the Programme activities. * Provide input and logical design thinking to inform the development of the Programme grid. * Support each rangatahi to develop life skills and or to accomplish specific goals through mana enhancing conversations, and encouraging participation and contribution in the classroom and to the team Programme activities. * Create a safe, respectful and inclusive classroom environment so rangatahi feel excited about learning and strive to achieve their goals. * Work with the Pou Takawaenga me te Ringa Manaaki | Transitions and Pastoral Care Lead to develop and facilitate workshops and activities that promote mental health, resilience, and coping strategies. * Stay updated on best practices in education, youth development, and workforce readiness to continually enhance Programme content and delivery. * Participate in professional development opportunities and collaborate with other educators and professionals in the field. |
| **Wellbeing Support** | * Offer guidance, mentorship and informed judgements to help rangatahi navigate challenges, build resilience and develop healthy habits and improve their overall well-being. * Advocate for rangatahi well-being and work with the Pou Takawaenga me te Ringa Manaaki | Transitions and Pastoral Care Lead to collaborate with other local health professionals / community providers to access resources and other support services to create comprehensive wellness programmes and initiatives for rangatahi Ngāti Rārua Iwi Trust serves. * Provide support by conducting one on one wellbeing check ins to educate and empower rangatahi to make positive lifestyle choices. Of these discussions, confidential information pertaining to each rangatahi that is provided during these engagements and or the Programme is to be shared with the Pou Taahu | Director and Pou Takawaenga me te Ringa Manaaki | Transitions and Pastoral Care Lead. In particular if rangatahi may be at risk or be harmed or a health and safety risk to others. |
| **Health and Safety** | * Ensure to contact the Pou Rōpū Whakahaere | Programme Team Lead if there are any dispute issues or incidents. Health & Safety procedures are to be followed at all times and an incident report is to be completed to ensure the necessary controls can be put in place. * Ensure to adhere to all Ngāti Rārua Iwi Trust policies and health and safety procedures. |

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| **Person Specification** | |
| **Qualifications and Experience** | * Experience and knowledge of mental health issues, rangatahi development, and academic support strategies * Ability to work collaboratively with a diverse range of rangatahi, whānau, and stakeholders * Able to pass vetting process and drug test * Full NZ Drivers Licence * Preferred Bachelor’s Degree in Education, Social Work, Youth Development, or a related field * Proven experience in educational programme development and delivery, particularly with at-risk youth or in similar settings * Proficiency in using technology and digital tools for educational purposes * Commitment to cultural competency and understanding of the principles of Te Tiriti o Waitangi (Treaty of Waitangi) |
| **Attributes** | * Understands and is able to exercise the values of Ngāti Rārua Iwi Trust * Able to care for, support and lead rangatahi in culturally sensitive situations * Positive and realistic mindset * Excellent communication, presentation, and interpersonal skills, with the ability to engage and inspire rangatahi * Ability to work collaboratively with diverse stakeholders and demonstrate cultural competence * Strong interpersonal skills and empathy towards rangatahi needs * Good listening skills and able to both support, challenge and discipline in appropriate ways * Able to work non-judgmentally and non-directively, giving rangatahi space to try things out in their own way, and if necessary, learn from their mistakes * Understands confidentiality * Motivated self-starter with the ability to work independently and as part of a team |