

POSITION DESCRIPTION

RANGATAHI KAIAKO/FACILITATOR

Kaimahi Ingoa

Department

Direct Report

HOANI WAITITI MARAE MISSION STATEMENT

KI TE WHAKAMANA I TE REO MĀORI ME ONA TIKANGA KIA WHAKAKAKAPA RANGATIRA AI TE IWI, HE MĀORI TONU.

VALIDATE Language and Customs, so that “Māori may flourish as Māori”

HOANI WAITITI
MARAЕ

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Purpose of the Position

This role provides in-depth support and development for at-risk rangatahi through a kaupapa Māori education programme. The ideal candidate will be a **Registered Teacher** with a passion for supporting rangatahi to achieve their educational and employment aspirations marae based. They will apply **teaching methodologies** to develop learning pathways, engage in one-on-one and group-based support, and foster a learning environment tailored to rangatahi needs equivalent to a level 1-3 NZQA. The position involves implementing **strategies and processes that integrate education with employment readiness**, providing pastoral care, and strengthening networks to create sustainable pathways for rangatahi. The role requires a deep understanding of the **New Zealand employment market**, workforce trends, and local networks that can connect rangatahi to **career, training, and mentoring opportunities**.

1. Whānau and Educational Support

- Build trusting relationships with rangatahi and their whānau, understanding their aspirations and challenges.
- Apply teaching strategies to enhance rangatahi learning experiences, supporting them in literacy, numeracy, and career-readiness skills.
- Utilise a strengths-based approach to identify rangatahi skill sets and tailor individual education and career pathways.
- Support rangatahi to transition into further education, employment, or vocational training, ensuring alignment with their goals.

2. Learning and Teaching Strategies

- Develop and implement lesson plans, workshops, and group learning sessions focused on life skills, work-readiness, and cultural identity.
- Foster critical thinking, problem-solving, and self-management skills in rangatahi to support their long-term success.
- Adapt teaching approaches to Māori pedagogy, incorporating Te Reo Māori, tikanga, and kaupapa Māori methodologies.
- Identify and address potential barriers to learning and employment, providing alternative learning strategies and interventions.

3. Career Development & Employment Pathways

- Connect rangatahi to industry networks, employers, and training providers.
- Develop relationships with local businesses, recruitment agencies, and apprenticeship providers to create opportunities for rangatahi.
- Guide rangatahi through CV development, interview preparation, and workplace expectations.
- Support rangatahi in understanding employment contracts, workplace rights, and career progression.

4. Community Networking & Employer Engagement

- Maintain strong networks with education providers, iwi, government agencies, and community organisations to enhance support services.
- Collaborate with schools, alternative education providers, and tertiary institutions to identify learning pathways for rangatahi.
- Engage with employers to facilitate work experience, mentoring, and job placements for rangatahi.

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5. Risk Management & Wellbeing

- Apply pastoral care principles to support rangatahi in managing their well-being while transitioning into employment or education.
- Implement behavioural management strategies, ensuring a supportive environment for rangatahi.
- Identify and mitigate risks related to rangatahi safety, learning engagement, and employment sustainability.

6. Administration & Reporting

- Maintain accurate case notes, progress reports, and data on rangatahi learning and employment outcomes.
- Ensure compliance with funding and service delivery contracts, upholding the values and mission of Hoani Waititi Marae.

7. Health & Safety

- Participate in and comply with the requirements of the Health & Safety at Work Act 2015 and associated Trust policies.

8. Ad-hoc & Other duties

- This position description is by no means exhaustive and the kaimahi may be required to undertake other duties from time to time which may not necessarily be included in this position description.
- As referenced in our Cultural Training Policy, kaimahi will be given the opportunity to participate in powhiri, hosting manuhiri, and voluntary work carried out in a marae setting. It is expected that kaimahi will embrace our Kaupapa and participate fully in events in relation to our marae.

Position Specifications

- Registered Teacher status preferred with experience working with rangatahi.
- Minimum 2 years' experience in teaching, youth work, career coaching, or community engagement.
- Strong understanding of Māori educational frameworks and experience incorporating kaupapa Māori into learning strategies.
- Knowledge of career pathways, industry needs, and employment trends in New Zealand.
- Excellent facilitation, mentoring, and relationship-building skills.
- Familiarity with Whānau Ora and community development models.
- Competence in Microsoft Office and case management software.
- Full driver's licence required.

Key Relationships

- **Direct Reports**
 - This position reports to the General Manager.
- **Internal Relationships**
 - This position has direct internal relationships with all Services kaimahi.
- **External Relationships**
 - This position has direct external relationships as instructed by the delegated authority.

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Accountabilities

- The kaimahi is accountable for the successful delivery of services as outlined above.
- The kaimahi is also responsible for ensuring that contractual obligations are fulfilled.
- The Contract Services specifications for all contracted services delivered by the Trust form part of this position description.

Acknowledgement

This position description has been designed to indicate the general nature and level of work performed by kaimahi within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of kaimahi assigned to the position. This position description records the complete understanding and agreement of the parties as to the terms of employment and supersedes any previous position description or understandings.

Kaimahi Ingoa

Signature

Date

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