

# Te Kaahui Kōhanga Reo

“Kia ū, kia tika, kia titia te reo Māori ki te ngakau”

## Position Description

<b>Position</b>	<b>Kaiako</b>
<b>Kōhanga Reo</b>	<b>Te Kāhui Kōhanga Reo</b>
<b>Responsible to:</b>	<b>Kaiwhakahaere</b>
<b>Responsible for</b>	<b>Tamariki</b>
<b>Location</b>	<b>135 Owen Street Newtown, Wellington, New Zealand</b>
<b>Hononga</b>	<b>Tamariki Kaimahi Kaiwhakahaere Whānau</b>

### Te Kaahui Kōhanga Reo

Te Kaahui Kōhanga Reo is a quality total immersion education environment established in 1984 to contribute to the retention and survival of Māori language and culture. One of the oldest kōhanga reo in Wellington, Te Kāhui is continuing with this vision and is dedicated to the maintenance of a secure, dynamic, kaupapa Māori place of learning and development for tamariki, whānau and staff.

Our kōhanga reo operates five days a week from 8.00am to 4:30pm and provides instruction for up to 40 tamariki in Māori language.

Teaching programmes are based on Te Whāriki and have been developed to give our tamariki quality learning and development opportunities based on a Kaupapa Māori worldview.

### Our Values

As a dynamic learning environment Te Kaahui is committed to the principles of Te Whāriki and the Korowai charter including the following values:

- **MANA ATUA**  
Kia aro te whānau me ngā tamariki ki ngā waihotanga a Kui a Koro mā.  
*Developing a healthy respect among our whānau and tamariki for tikanga Māori and it's relationship with the natural and human world.*
- **MANA REO**  
Kia Māori te tipu o te reo Māori.  
*To nurture te reo Māori in our kōhanga reo as a living language.*
- **MANA TANGATA**  
Kia ū, kia mārama ngā whānau me ngā tamariki katoa ki ō rātau kawai whakapapa tae noa ki te orokohanga o te Ao.  
*To ensure that whānau and tamariki understand the nature of their connections to all of their whakapapa up to and including the beginnings of life.*
- **MANA WHENUA**  
Kia mātau te whānau me ngā tamariki ki ō rātau marae, hapū, iwi, maunga, awa katoa hei tuāpapa mōna.

*To ensure that whānau and tamariki know who their hapū, iwi, marae, maunga and awa are in order to provide a solid basis for a Māori identity.*

- **MANA AOTŪROA**

Kia mōhio te whānau me ngā tamariki he wairua tō ngā mea katoa.

*To foster the understanding among our whānau and tamariki that all things in creation have a wairua and are therefore worthy of our respect.*

### **Role Purpose: Kaiako**

The kaiako is responsible for providing a quality Māori language immersion education for tamariki within Te Kaahui Kōhanga Reo. Working with the Kaiwhakahaere, kaimahi and whānau, the kaiako is responsible for facilitating the learning and achievement of tamariki through the implementation of Te Whāriki. All teaching plans should be well resourced and supported by assessment and insightful feedback to whānau.

### **NGA MAHI AKE: Key Responsibilities**

- It is your responsibility to see that the kōhanga overall operations and needs of tamariki are met when Kaiwhakahaere is off-site.
- Prepare annual marautanga which meets the standards of the whānau, Te Kōhanga Reo National Trust and in line with the Education Review Office.
- Collaborate with whānau and kaimahi to develop daily, weekly and monthly lesson plans and activities utilizing the Whāriki framework.
- Actively support kaimahi in their role and responsibilities through monitoring, reviews and role modeling.
- Maintain professionalism and clear communication with all stakeholders.
- Maintain quality record keeping of tamariki development, Te Whāriki daily roll call, lesson plans, weekly team meeting minutes, personnel files and whānau engagements.
- Adhere to the kaupapa, policy and procedures of Te Kaahui Kōhanga Reo at all times.
- At all times uphold the mana of tamariki, whānau and kaimahi promoting an environment of safety, security and active learning.
- Enjoy and have fun in the role.

Responsibilities aligned with our key values:

#### **Enhancing Potential & Aroha**

- Develop curriculum and implement programmes to benefit the tamariki in terms of their reo Māori (language), hinengaro (mind and heart), mana wairua (spirit), mana tinana (body), mana whenua (land and country), mana atua (god/ngā kaitiaki) and whanaungatanga (relationships).
- Actively plan activities based on key needs of tamariki.
- Bring creativity into tamariki learning activities, including messy play at least twice a week.

- Actively monitor children's progress and discusses this with their whānau through kōrero, pānui, hui and kōnae booklets.
- Maintain up to date profiles of tamariki, including daily activities, through the use of Educa.

#### Manaakitanga & Fun

- Establish and maintain a supporting and close relationship with tamariki, kaimahi and whānau.
- Encourage whānau members to take part in Te Kaahui learning programmes.
- Ensure lesson plans have a balance of curriculum requirements and fun.
- Encourage and support tamariki through praise and guidance.
- Greet whānau and tamariki with joy every morning.

#### Support

- Support Kaiwhakahaere and whānau through implementing and monitoring kōhanga reo policies and charter goals.
- Maintain te reo me ōna tikanga Māori in the kōhanga reo at all times.

#### Quality

- Prepare reports, documents as required by the whānau and external stakeholders.
- Complete the accident register at all times.

#### Safety

- Support the whanau and kaimahi in ensuring that the kōhanga reo complies with all regulatory requirements and remains safe for tamariki and kaimahi.
- Ensure policies and procedures are adhered to.
- Tamariki have appropriate clothing (age/ activity/ weather specific).
- Ensure entry and exit points are clear inside and outside the kōhanga reo.
- Toilet and nappy monitoring is updated on the changing register.
- Hazards are identified, minimized, isolated and removed from the premises.
- At all times ensure that the image of the whānau and Te Kaahui is enhanced.
- Maintain daily roll call.
- Ensure parents sign the monthly maramataka.
- Maintain regular communication with whānau through Educa.
- Ensure parents complete the sign in and out register daily.

- Internal behavior management systems are implemented, monitored and reviewed.
- Tamariki enjoy their time at Te Kaahui Kōhanga Reo demonstrated with laughter, playing, singing, joyful play, exploring and sharing their knowledge with their whānau.

**Scope of Duties**

The Kaiako is expected to perform such other duties as can reasonably be regarded as incidental to the job description, and such other duties reasonable within their experience and capabilities. The job description may vary from time to time.