

TE PUNA REO O NGA KAKANO JOB DESCRIPTION

JOB TITLE: Pouako

REPORTS TO: Tumuaki

ORGANISATION CULTURE:

Te Puna Reo o Nga Kakano represents the collective interests of whanau who share a common desire for their whanau to be bilingual and bicultural thereby embracing both official languages of this land. With an emphasis on Te Reo Maori, Te reo rangatira, we acknowledge the need to place the focus in the minority language in order to achieve a truly bilingual community. The mission of the Directors of Te Puna Reo o Nga Kakano is to promote and enhance the social, cultural and spiritual wellbeing of whanau.

A Puna is a spring, a source from which something flows. Te Puna Reo o Nga Kakano is a language spring. This puna reo symbolism embodies our vision, for our tamariki and is particularly appropriate in the context of the early and formative years when the foundations of language acquisition are laid.

"Te kakano i ruia mai i Rangiatea, kua kore e ngaro."
(The seed sown in Rangiatea, will never be lost.)

This whakatauki reminds and challenges Maori to retain the language and customs that were brought to Aotearoa by our tupuna from the ancestral homeland of Hawaiki (Rangiatea)

In our interpretation this is also inclusive of the whanaugatanga/relationships with our Pacific Island whanau of which many of our Tamariki have whakapapa ties.

In the name of our roopu / whanau, it is our Tamariki who are the kakano/seeds.

This whakatauki is the inspiration from which our roopu is named and underpins the core values of the organisation. The work of the organisation is undertaken in an environment, which embraces the core values and concepts of aroha, manaaki, whanaugatanga, turangawaewae and tikanga maori.

These values require that the operating style of the organisation promotes support and co-operation; teamwork; open communication; flexibility and adaptability; a high level of accountability, integrity and professionalism; and an absolute commitment to the collective vision and principles of the whanau. Given the very high levels of accountability the organisation must be transparent; highly responsive, focused and results oriented.

MAIN PURPOSE

To provide a high quality ECE experience for whānau, supporting the needs of both the tamariki in their development as well as their parents, caregivers and extended whānau in their parenting role.

POSITION IN ORGANISATION

The Pouako is directly responsible to the Tumuaki.

FUNCTIONAL RELATIONSHIPS

- Tamariki
- Tumuaki
- Kaiwhakahaere
- Kaiako/ Kairiwhi
- Whānau
- Manuhiri
- Other external organisations

CRITERIA - professional relationships and professional values

Leadership

- Maintain positive relationships with whānau offering regular communication and delivering individual information in a sensitive manner.
- Invite collaboration with whānau on identifying aspirations and in planning for individual learners needs.
- Support the induction of new whānau, building reciprocal relationships.
- Be a communication point between centre Management and team members.
- Support the induction of and delegation to new staff and relievers
- Review and document centre practise and procedures, curriculum areas and routines for continuous improvement. Support kaiako to contribute to review.
- Keep up to date with current research of language learning and of quality teaching practise.
- Ensure all regulations (2008) and centre policies/procedures are adhered to.
- Ensure that all weekly tamariki records and health and safety records are completed.
- Oversee and support implementation of centre vision and plans
- ***Assume the responsibilities and duties of the Tumuaki in his/her absence**

Team responsibilities

- Support less experienced and/or unqualified kaiako in implementing the programme
- **Foster a positive team culture and respectful interactions within the centre.**
- Maintain regular, respectful communication with all members of the team
- Guide, mentor and support kaiako to implement the planned programme.
- Manage the team roster of shifts, breaks and jobs, ensuring relievers are communicated with.
- Attend whānau hui and events, fundraising and promotional events.
- Model and foster motivation and initiative in team members
- Actively support and develop the use of reo Maori as the primary reo in the centre.
- Participate in an annual appraisal and ongoing professional development.

***This may be specified in a Pouako's individual contract as only one particular Pouako would be the person responsible in the Tumuaki's absence with other Pouako supporting him/her.**

CRITERIA - professional knowledge in practise

Curriculum Implementation

- Implement the Te Puna Reo assessment and planning system, based on emergent curriculum and annual planning guides, in collaboration with Kaiako, Tumuaki and whānau. This education program is based on the key learnings and values of Te Whariki, Kei Tua o te Pae, Te Whatu Pokeka, RIE philosophy, the kaupapa, vision and aspirations of Te Puna Reo o Nga Kakano whanau/whanui, acknowledging relationships with atua Maori.
- Develop and implement a method to monitor that all tamariki are being noticed, recognised, responded to and revisited on a regular basis.
- Lead programme planning meetings, initiating discussion and deep thinking about tamariki learnings .
- In implementing the programme, mentor and guide team members in their noticing, recognising, responding, documenting.
- Model positive, quality teaching strategies and sensitive, responsive interactions with all tamariki, based on best practise in ECE and for a kaupapa Maori setting.
- Oversee a programme that offers experiences to tamariki on a daily basis that are of high quality, challenging and stimulating.
- Ensure regular opportunities for tamariki to connect with the local community, significant landmarks/ places of importance for Te Puna Reo o Nga Kakano.
- Create and promote an environment that ensures children's social, emotional, physical, cognitive and language development needs are met.
- Keep informed of best practise/ research to maximise Maori success.

Te Reo me tikanga Māori

- Ensure the unique philosophy of the centre is developed and nurtured.
- Use te reo and appropriate tikanga Māori throughout the centre.
- Advocate for reo Maori revitalisation.
- Keep up to date with research and quality practise of language learning and teaching
- Promote, extend and nurture tamariki knowledge and understanding of te reo, tikanga Māori and the wider world through planning, excursions, relationships and interactions
- Ensure the daily programme includes strategies that increase the understanding of Te Ao Maori for tamariki.

Qualifications

- Current first aid certificate
- An NZQA recognised teaching qualification.
- Full teacher registration.

This Job description is based on the criteria for registered teachers. These criteria and the key indicators relevant to this teaching/ leadership role can be found **Tātaiako** - *Cultural competencies for teachers of Maori learners*. Further support of Performance Appraisal and for reflection of practise can be found in **Quality in Action/ Te Mahi Whai Hua**.