<p style="text-align:center">Manaiakalani Outreach Facilitator
Position Description</p>

Purpose

The purpose of the Outreach Facilitator is to deliver high quality professional learning and development (PLD) to support leaders and teachers across the nominated Kahui Ako/Col/Cluster to become proficient in the Learn Create Share pedagogy, and successfully transition from analogue to digital learning environments, becoming "At Home in a Digital World"

A key focus is to support educators to use the affordances of technology to accelerate learning outcomes, encouraging "Future Focused Learners in Connected Communities"

Reporting

The Role reports to Dorothy Burt - Manaiakalani Education Programme Leader. The Role will also report regularly to Dave Winter - Outreach Delivery Manager. Professional supervision is provided at regular intervals to support the incumbent to be highly effective in their role.

Key Responsibilities

The role requires an experienced and credible educator with a sound understanding of enabling technologies and the ability to work effectively with principals and teachers who are at diverse levels of confidence and competence with digital learning environments. Specifically, this involves:

- Supporting participating schools to use the affordances of technology to accelerate learning outcomes, through implementing the Learn Create Share pedagogy in a visible teaching and learning environment
- Implementing the Cybersmart Programme in every school as part of the Learn Create Share pedagogy
- Supporting teachers to become proficient in the development and administration of relevant web solutions and infrastructure tools, including Google Apps and Google Apps accounts, teacher dashboard, blogs and student devices
- Where required, helping schools to get infrastructure up and running smoothly, establishing in-class learning environments, including routines, and feedback to Innovation team where infrastructure impacts on pedagogy.

The role will:
- Model a cycle of "Learn Create Share" when in the learning environments
- Model the CyberSmart Curriculum
- Support the implementation of an effective Google Site to enable visible teaching and learning to occur

Key activities

First and foremost, the role works through principals, school leaders and teachers in CoL roles in the nominated Kahui Ako to support teachers and strengthen the implementation of the Learn, Create, Share (LCS) pedagogy in classes and in teachers' inquiries. The role also supports the Kahui Ako's own education programme leader, which is a required appointment for participation in the Manaiakalani Outreach programme, .

Focus	Outline	Action
Teachers	Delivery of a contextualised PLD programme to upskill and prepare teachers to become confident in the LCS pedagogy Provision of support school leaders,	Intensive start-up support to lead teachers in each school and then provision of on-going support to teachers at planned intervals to meet cluster and school needs

	including direct in class support for new (to 1:1) teachers and designated teachers as appropriate. Provision of online and remote support via online resources and participation in the Clusters Google+ community Teaching as Inquiry at the cluster and school level to model LCS Provision/Delivery of Digital Fluency programme where needed especially in support of secondary teachers	Lead the design, planning and delivery of the orientation programme for new teachers. Inclass support to co-teach, modelling the Learn Create Share pedagogy (1 period per week as target delivery) Supporting leaders and teachers implement their inquiries using the LCS framework for Inquiry
Pedagogy	Implementation of ● Learn Create Share ● Digital Learning Environments ● CyberSmart curriculum ● Digital Technology curriculum	Support classroom set up as a model 1:1 classes may need the facilitator to create a template for their Google Sites Familiarity and development of understanding of Manaiakalani pedagogy and kaupapa ● Learn, Create, Share ● Connected, Visible, Ubiquitous, Empowered
Systems And Procurement support	Supporting the essential systems to ensure the right conditions exist for PLD facilitation to be effective ● Digital devices ● Blogs ● Google Apps Accounts ● Cluster Calendars ● Cluster Websites ● Other Remain up to date with procurement processes and timelines, supporting communications as required	Become proficient in and support the cloud solutions operating in the schools, including Google Apps, Teacher Dashboard and Blogger Support Understand school and cluster processes for managing these things, and factor in time for supporting these infrastructure items. Work with the education programme leader in contextualising the CyberSmart curriculum for the cluster, supporting this to be shared across all schools.
School and cluster PLD	Become very familiar with the details of the Outreach PLD programme, and contribute as appropriate to its ongoing development. Take a lead facilitation role in a school wide development of Learn, Create share pedagogy Organise for Professional Learning Group meetings and other cluster events as required	Co-construct and lead a staff meet in cluster schools ● Each term ● Learn , Create Share focus Alert staff to ● appropriate upcoming PLD ● special events eg Hui, Educamps, MoE roadshows, GAFE Summits Facilitation of Professional Learning Groups ● Across the cluster, ● In consultation with principals. ● These will be consistently scheduled

		each term to provide all schools with a reliable day to plan for PLGs to occur. Contributions could include attendance at - HomeSchool Partnerships - PLD Meetings - Orientation Programme - netbook launch events - Parent/ BOT hui
Team	- Working closely with other Manaiakalani PLD facilitators, and local Education Programme Leaders - Clear and regular communication with the Manaiakalani Innovation team, to ensure consistency of delivery - Reliable time accounting for milestone reporting - Collate agreed performance and progress data to be reflected in the overall programme and milestone reporting. Such information will ensure that there is a good understanding of progress against plan and enable opportunities and risks to be addressed in a timely manner.	- Weekly liaison with Manaiakalani Education programme leader and Outreach delivery manager. Mostly online, sometimes face to face. - Regular contact with Principals and lead teachers. - Participation in online staff meeting for facilitation group - Daily log (very brief) will be kept as a form of accounting for time and activities, and as an input to reporting to funders. - Attending specific Manaiakalani PLD sessions held in Auckland (termly)

Place and Hours of Work

Face to face delivery in the classroom happens Monday to Friday across the four Terms of the school year. During this time facilitators are expected to be in their schools

● 9 - 3 pm in cluster /schools, including Cluster PLGs

● Before and after school school meetings etc when required

● Evening meetings from time to time on negotiation e.g. home school partnerships

● Travel to Auckland for team meetings and planning sessions (as required)

In term one we expect facilitators to be physically back working with teachers from the week in January starting around January 18th

We expect annual leave to be taken during the school holiday period. The remaining weeks of non-contact time are mostly used for planning for the term ahead, professional learning, and connecting with the wider Manaiakalani Innovation Team.