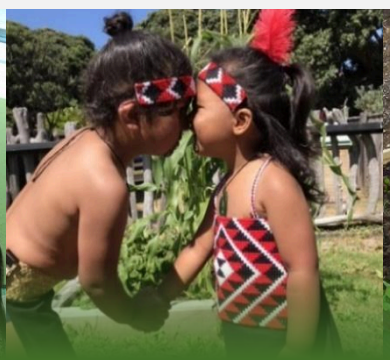
HE TŪRANGA AKO

Ko te kōhanga reo te pārekereke e ū ai te reo ki te wairua,
ki te hirikapo, ki te ngākau o te tamaiti
ko te kōhanga reo








TE TŪRANGA KAIAKO MATUA

Ko te kōhanga reo te pārekereke e ū ai te reo ki te wairua,
ki te hirikapo, ki te ngākau o te tamaiti

"Ko Te Kōhanga Reo te poutokomanawa o te whare.
E pupū ake ai te mana, te ihi, te wehi o te Māori"
A T Mahuika, Te Korowai

Te Pūtake o te Tūranga / Position Purpose

"Manaakitia ngā mokopuna
Whāngaitia ki te ūkaipo
Ki te kupu kōrero
Atawhaitia i roto i ngā tikanga
Kia tipu
Kia tū tangata
I roto i tēnei ao hurihuri"
Te Whāriki a te Kōhanga Reo

1. Ko te Kaiako te kaiwhāngai i te mōhio ki te mokopuna, ko te Kaiako anō te kaiwhāngai i nga kaiāwhina ki te mōhio me te māramatanga o āna mahi.

2. Ko te Kaiako he whakapakari, he whakahihiko ake i te Kaiako/Kaiāwhina i ngā wāhanga e ngoikore ana.

Te Kōhanga Reo is a cultural model of mokopuna learning and development responsible for the protection of te reo, tikanga me ngā āhuatanga Māori. This is a total immersion Te Reo Māori whānau programme from birth to 6 years of age to nurture mokopuna within the bosom of the whānau, where the language of communication will be Māori.

Te Kaiako Matua ā te Kōhanga Reo is a key role in the overall development of mokopuna and kaimahi, providing leadership underpinned by a focus on leading with an innovative edge.

Te Kaiako Matua ā te Kōhanga Reo will maintain the foundations laid down by our tīpuna (Tā Hēmi). To nurture mokopuna to become competent and confident, strong in Te Reo Māori, in their identity, language, and culture.

Te Kaiako Matua are also responsible for delivering quality mokopuna learning and achievement through the implementation of Te Whāriki ā Te Kōhanga Reo. This includes role modelling good working relationships between mokopuna, kaimahi and whānau.

Kia pono ki te kaupapa te whāngai i te reo me ngā tikanga ki ngā tamariki mokopuna

Ngā Tikanga Whakahaere o Te Kōhanga Reo

The Five Guiding Principles - Te Korowai

- Te tikanga tonu, kia ako te tamaiti Māori te reo i roto i tāna whānau
- Kei te whānau te tikanga, atawhai, manaaki te mokopuna
- Te takoha herenga kei runga i te hapū, kia hua ai, ā, kia pakari ai te whānau ki te whakatau i ngā mahi
- Ko tā te iwi he kōkiri, he āwhina, he kimi rauemi mā te hapū me te whānau
- Te takoha herenga kei runga i te Kawanatanga i raro te Tiriti o Waitangi, kia tutuki ngā tumanako nga wawata o te iwi Māori mō ngā whakatipuranga i here mai nei

Ngā Pou e Whā

The Four Cornerstones- Te Korowai

Te Reo, tikanga me ngā āhuatanga Māori	Ko te mokopuna te poutokomanawa o te whare o Te Kōhanga Reo, ko tōna tūāpapa ko te reo me ngā tikanga
Whakahaere-a-whānau	Ko te whānau te kaiwhakahaere, te kaiwhakatau i te kaupapa e ū ana ki ngā aratohu kua whakatakotohia e Te Poari Matua
Tū Tika, Tu Pono	Kia tika, kia pono ki te kaupapa
Whaioranga	Tauiratia ngā whanonga e ora pū ai te hinengaro, te wairua, te tinana o te tamaiti, engari me whakatūturu te tohu manaaki rangatira

Me Wairua Tōkeke

Ko ia Tuakiri o te whānau he mana Motuhake ka whakawhanuia ahakoa ko wai

The kaupapa of Te Kōhanga Reo acknowledges the specialness of every person in the whānau regardless of their gender, age, ability or whakapapa

Te Korowai

Kaimahi Tautuhi / Specifications

In a changing world, experience is paramount, it can guide whānau and kaimahi through critical moments and encourage best work efforts. As the years of experience mount, unique features emerge, features that become more polished and refined over time.

Ngā Tohu MOTUHAKE / Essential Qualifications	**Desirable**
Fluency in Te Reo, tikanga me ngā āhuatanga Māori Te Tohu Mātauranga Whakapakari Tino Rangatiratanga o Te Kōhanga Reo (L6 Diploma) A current First Aid certificate Clear and current Police Vetting as part of safety check requirements	• Te Tohu Mātauranga Whakapakari Tino Rangatiratanga o Te Kōhanga Reo (L7 Degree) • Full driver's licence • Masters or L8 Tohu • Kaiwhakamātau for the Rohe

Tūmahi Wheako MOTUHAKE / Essential	Desirable
Demonstrates experience and deep understanding of Te Whāriki ā Te Kōhanga Reo Extensive understanding and knowledge of Te Kōhanga Reo Kaupapa, Te Korowai, te Tūtohinga me Te Ara Tūāpae Experience and skills in negotiation, relationship management, whānau engagement and consultation At least nine years' experience as a Kaiako in Kōhanga Reo	Role models and inspires others to speak Te Reo Māori Ability to champion Te Kaupapa o Te Kōhanga Reo Excellent verbal, written and interpersonal communications skills Embraces and promotes use of technology Ability to communicate, build and maintain rapport with others • Strong planning and organisational skills • Commitment to life-long learning and ongoing professional and personal development

Ngā Whāinga Paetae / Key Results / He aha ngā mahi?

No compromising Te Reo	• Demonstrate Tino Rangatiratanga through leadership towards the collective aspirations of Te Kōhanga Reo Whānau and Kaimahi • Focus on lifting quality and fluency of Te Reo Māori such as kōrero ōkawa, kōrero ōpaki, kīwaha and wetewete reo in Te Kōhanga Reo • Guide the delivery of Te Whāriki a Te Kōhanga Reo, Whakamahere, Mātai, Pūmahara, Wānanga me Te Arotake • Model the importance of tikanga, good practices, interaction with Mokopuna, Whānau, Kaimahi and Manuhiri
Normalise Te Reo	• Provide opportunities that will strengthen, excite, and inspire the entire Whānau, Mokopuna, Kaumatua, Kaimahi as valuable contributors to Te Kōhanga Reo • Encourage Parents and Whānau to learn Te Reo Māori with their Mokopuna supported by Kaumātua, and other Kaimahi • Encourage and support the use of Te Reo Māori in the home
Grow the skills	• Build a collaborative, dynamic team, plan and allocate Kaiako and Kaiāwhina mahi with direct reports, and consult with other Kaimahi and Whānau • Agree on workload priorities and expectations with the Whānau and implement approved Mahere Ako • Complete agreed professional development, and training plans aligned with Kaiako and Kaiāwhina annual performance reviews • Develop Kaiako and Kaiāwhina opportunities for ongoing professional development

Kōhanga Reo quality	• Be accountable to Whānau • Maintain good communications between Kaimahi and Whānau • Conduct regular self-review and evaluation with Kaimahi on Te Whāriki a Te Kōhanga Reo and Kaupapa delivery and implementation • Provide guidance and support with any day-to-day situations that require resolutions and/or where required refer to Te Kōhanga Reo policy/procedures • Ensure Kōhanga Reo is always clean and safe
Empower and strengthen mokopuna and whānau	• Identify situations and circumstances that are unhealthy or unsafe for Mokopuna, Kaimahi, self and others and act to prevent these situations • Oversee daily routines that support the well-being of mokopuna and others in Te Kōhanga Reo • Collectively plan, prepare, and maintain a budget to meet Mokopuna and Kaimahi needs • Attend where appropriate Whānau Hui and report on Mokopuna, Kaimahi and Kaupapa progression
Nurture and grow	• Ensure the maintenance of ALL Kōnae Mokopuna • Reach out to Kaumātua and support them to participate in Kōhanga Reo Celebrate the success of Kōhanga Reo • Support Whānau to actively participate in Kōhanga Reo to nurture the total well-being of Mokopuna, Kaimahi and Whānau Support the induction 'Whakauru Whānau Hou' of new Whānau • Ensure transmission of Te Reo Māori, security, and care for Mokopuna, Whānau (collective) protection of the kaupapa, sharing of responsibilities, knowledge and expertise, greater respect, and appreciation for each other.

Quality Assurance	• Provide advice, and mentor Whānau in their decision making as required
	• Work with Whānau on licensing requirements, purchasing, maintenance of building, property, grounds, vehicles and repairs etc.
	• Manage and ensure the daily Mokopuna to Kaimahi ratio requirements are met to support the maintenance of Kaimahi and Mokopuna, Health, and Safety responsibilities, which include registers, records, and reports such as:
	  • Emergency procedures/Drills
	  • Hazard Identification
	  • Work Injury
	  • Accident, Illnesses
	  • Other relevant registers e.g., Sign in/out, Kai, Moe, Wharepaku, Medicines.

Grow Te Kōhanga Reo	Increase Mokopuna participation Ensure Whānau can support Kaimahi to undertake professional development opportunities Actively participate in the appointment process of all Kaimahi.

Te Kaiako Matua - Job Tasks and Responsibilities

1. They will work to a whānau approved LEARNING PLAN and oversee the preparation and Implementation of Te Whāriki a Te Kōhanga Reo.

2. They will guide and advise all Kaimahi in the development of the **Learning Outcomes of the Plan** that aligns to the kōhanga reo Strategic Plan.

3. The Plan will include-

    - Te Mahere ā Tau, Mahere ā Māori, ia Rā.
    - Mātai Tamaiti
    - Evaluation of Plan
    - Monthly reporting requirement for whānau hui

    NB: The whānau hui monthly reports will provide feedback on the overall learning achievements of mokopuna to all parents and whānau.

4. They will ensure that all Mokopuna records and relevant documentation are professionally maintained and updated by Kaimahi.

5. They are responsible for overseeing the overall quality care is provided to mokopuna.

6. They will ensure that the resources and facilities are maintained to the highest standards.

7. They will uphold Te Kōhanga reo policies, rules and procedures as set out in Te Tūtohinga.

8. They must ensure that the working relationship between all kaimahi, mokopuna and whānau is harmonious, positive, trusting and absolutely whānau friendly. Me tūrangahākoa te whare o ngā mokopuna.

9. The mokopuna safety is paramount

10. They will provide support, advice and appropriate training to all kaimahi who work with the mokopuna.

"Me tūrangahākoa te whare o ngā mokopuna."

Kaiako Matua - Other Duties

"Kia pono ki te whakatinana i te taha manaaki ahakoa ko wai te tangata."

1. They must attend all Professional Development that whānau determines beneficial to the role.

2. They will attend Purapura hui and other hui relevant to the kaupapa as agreed by the whānau.

"Me ū ki te kaupapa, me pono ko te reo Māori, te reo ako, te reo kōrerorero, te reo whakapakari i te katoa o te tipu o te mokopuna."

Whakamana i te Tūranga - Kaiako Matua

The below section is to be completed by the Kaiako Matua only when employment has been offered by the Whānau. Completion of this section confirms the Kaiako Matua has reviewed the job description and understands the requirements of the role as defined in the job description by the Whānau.

Kaiwhakamana ……
……
(Signature of nominated person on behalf of the whānau.)

Ingoa o te Kaiako Matua ……
……
(Kaimahi Name)

Waitohu o te Kaiako Matua ……
……
(Kaimahi Signature)

Te Rā ……
……
(Date)

Te Rā Arotake ……
……
(Review Date of Job Description)

'Me pioke he awheo mō Te Kōhanga Reo
Te taonga tuku iho nā te Atua
Te taonga e kore e ngaro
I ngā tau whakahuihui
I ngā tau takaoriori'
Tā Himi Henare, Te Korowai

APPENDICE – TE WHĀRIKI A TE KŌHANGA REO

WHAKAMANA	What you will Contribute to	As a result, we will see	MANA ATUA	What you will Contribute to	As a result, we will see	NO ME T M
Mā Te Whāriki a Te Kōhanga Reo e whakatō te kaha ki roto i te mokopuna ki te ako, kia pakari ai tana tipu	Support the development of good leadership among Kōhanga Reo whānau and know when and how to make good decisions for Kōhanga Reo	Kōhanga Reo whānau and kaimahi are regularly informed and engaged with Kōhanga Reo kaupapa and mokopuna learning	Kia mōhio ki te: Whakapono, wairua, aroha, manaaki, whakakoakoa, whakahirahira	Nurturing what is extant in our children and fostering in ourselves the disciplines of respect for our Creator and the spiritual world and understanding of the relationships between humans and all living inanimate things	Wairuatanga – Spiritual and physical awareness inherent in Te Ao Māori	Kei te me te whaka wairu te ora te wh moko ai te t tōna a
KOTAHITANGA			**MANA REO**			**WHAI**
Mā Te Whāriki a Te Kōhanga Reo e whakaata te kōtahitanga o ngā whakahaere katoa mō te ako a te mokopuna, mō te tipu o te mokopuna	Be united in purpose in the Kōhanga Reo by fostering a supportive process that best coordinates whānau, kaimahi and kaumātua/pakeke knowledge and talents	Robust systems in place for regular feedback, self-review, and determination on Kōhanga Reo vision and purpose	Kia mōhio ki te rangatiratanga, ki te tapu me te noa o tōna ake reo Kia matatau te tamaiti ki te whakahua i te kupu Kia mōhio ki tōna ao, te ao Māori	To infuse and nurture Te Reo Māori in our children and the entire Kōhanga Reo whānau as a living language	He taonga te reo – Māori language revitalisation in Kōhanga Reo, home and communities	Kōrer pakiw ngā m Kia m ahu m haere
NGĀ HONOTANGA			**MANA TANGATA**			**TE MA**
Me whiri mai te whānau, te hapū, te iwi, me tauiwi, me ō rātou wāhi nohonga ki roto i te whāriki a te kōhanga reo, hei āwhina, hei tautoko i te akoranga, i te whakatipuranga o te mokopuna	Must not be separated in interest or divided in purpose, but stand together for in union there is strength	A positive clear articulation of our Kōhanga Reo vision and purpose	Kia mōhio ki ōna whakapapa, ki te pātahi o te whānau, ki ōna hoa, ōna whānau whānui Kia mōhio ki ōna kaumātua Kia mōhio ki a Ranginui rāua ko Papatūānuku	Vesting in our children by role-modelling ourselves, the positive and desirable qualities and nature of relationships between children, between adults, and between adults and children, so that self-esteem and self-worth is cultivated and cherished	He taonga te mokopuna – Confident and competent mokopuna, effective communicators in te ao Māori, healthy of mind, body, and soul and secure in their identity and sense of belonging	Tēnā tipu h hou – tīmoh
WHĀNAU - TANGATA			**MANA WHENUA**			**TE AR**

	Mā roto i ngā piringa, i ngā whakahaere i waenganui o te mokopuna me te katoa, e whakatō te kaha ki roto i te mokopuna ki te ako	Whānau life and activities should be intimate and not preserved by the spirit of justice but sustained by the spirit of love that reaches beyond.	Positive relationships with whānau and kaimahi based on respect and trust Intergenerational respect from mokopuna to kaumātua/pakeke		Kia mōhio ki ōna tūrangawaewae, ki ōna marae, ki ngā pepeha o ōna iwi Kia mōhio ki te mana o ngā awa, o ngā whenua, o ngā maunga Kia mōhio ki te manaaki, ki te tiaki i te whenua	To promote this concept in a positive and effective way with our Kōhanga Reo whānau and children so that they appreciate how their whakapapa requires them to respect and to understand what their duties and obligations are to the land	Kaitiakitanga – Stewardship, protection, and preservation for Papatūānuku and her environment		Ko ng whaka whaka mahi, whaka momo katoa moko mātu
					MANA AOTŪROA				**HONO**
					Kia mōhio he wairua ō ngā mea katoa Te whenua Te moana Te ao whānui ngā whetū, te hau, ngā rākau, ngā ngāngara	Foster in ourselves in the first instance and thus our children an understanding and appreciation of the universe through exploration, discovery of nature, art, music, and science through Te Reo Māori	He tamaiti o te Ao – Awareness and responsiveness to natural, physical, and material world or universe		Ko ng ana m pakar kura