

POSITION DESCRIPTION

TE KAIĀWHINA TAUIRA (0.8 FTE)

Our Vision

A world shaped by love, compelled and informed by the Gospel.

Our Mission

To equip students and scholars to renew their communities with a faith as intelligent as it is courageous.

Location

This role is based at Laidlaw's Manukau and Henderson campuses, with support offered to Christchurch and Distance Learning students as appropriate.

Key Relationships

Responsible to: Student Support Manager

Other Key Relationships:

- Indigenous Theology Coordinator
- Pou Ārahi / Cultural Advisor
- Māori students
- Te Runanga
- Heads of Theology and Social Practice
- Student Support Advisers
- Student Services Staff
- Christchurch Campus Manager
- Manukau Student & Community Coordinator

Role Purpose

Te Kaiāwhina Tauria delivers support for Māori students (level 4-8) in all Laidlaw programmes, with particular emphasis towards those enrolled in Indigenous Theology programmes, enhancing the student experience and aiding the successful completion of courses and programmes. Delivery of academic pastoral support is not limited to Māori students, however Te Kaiāwhina Tauria's first priority is Māori students. Te Kaiāwhina Tauria works with students on an individual and group basis to assist them with challenges and issues they face in the course of their academic study. Te Kaiāwhina Tauria also provides guidance regarding the general requirements of assignment completion and supports access and use of learning resources such as Moodle and MyPortfolio.

Additionally, Te Kaiāwhina Tauria supports enquirers and prospective students to navigate the admissions, enrolment, and orientation processes.

Te Kaiāwhina Tauria will also undertake other key tasks and projects as assigned by the Student Support Manager.

Role Accountabilities

ACCOUNTABILITIES	KEY TASKS
Tutoring	Undertake tutoring of individuals and small groups involving: <ul style="list-style-type: none"> • facilitating a tutorial where directed by the Student Support Manager; • preparing material and lesson plans; • promoting planned tutorials. Undertake continuing personal professional development in teaching and learning.
Pastoral and Academic Support	Assist students through the enquiry, application, enrolment, and orientation stages of admission to Laidlaw College. Provide support to students who need assistance with their study. This may include individual and group meetings to discuss matters raised in lectures, to assist with clarifying the tasks and requirements of assessments. Provide support integrated with proactive assistance to students in accessing and using learning resources, including Moodle, MyPortfolio, and communicating with teaching staff. Support students to manage their educational journey such as engaging with other Laidlaw departments, making changes to enrolment, and applying for extensions. Support the Bicultural Relationships team at the noho marae and with any other student support requirements for that course as required.
Stakeholder Relationships	Engage with relevant stakeholder communities to promote College programmes and the wider College and attend recruitment events. Develop relationships with key communities and groups, from whom potential students may be drawn.
Participation in College Community	Make known and refer students to pastoral care and counselling services as necessary. Respects and engage confidently with female and male students and staff of all ethnicities, faiths, and with those who do not profess faith. Honour and promotes the bi-cultural commitments of the Treaty of Waitangi.
Administration	Complete administrative tasks relevant to the role.

Qualifications, Skills & Experience

QUALIFICATION/SKILLS/ EXPERIENCE	DETAILS
Educational qualifications	<p>Essential Tertiary level qualification, preferably bachelor's degree or higher.</p> <p>Desired Bachelor's degree in Counselling, Education or Theology related fields.</p>
Skills/Knowledge/ Experience	<p>Work Skills and Qualifications</p> <ul style="list-style-type: none"> • Strong public relations and communication skills. • Excellent telephone and email manner and etiquette. • Excellent computer skills (Microsoft Office applications, email, cloud and web-based systems). • Strong planning and organisational skills. • Conscientious attention to detail. • Effective administration skills. <p>Knowledge</p> <ul style="list-style-type: none"> • A strong understanding of Māori protocol and values. • A good understanding of te reo Māori (fluency in te reo Māori preferred). • A good understanding of academic processes and tasks. • A good understanding of impairment and disability within academic contexts. • Preferably some understanding of distance learning, and the technologies and techniques involved in flexible distance learning delivery. • Knowledge of, and preferably experience in, working at tertiary-level educational institutions.