## Te Kaahu Kohanga Reo Committee

### JOB DESCRIPTION

#### Kaiawhina Reliever

<table>
<thead>
<tr>
<th>Position</th>
<th>Kaiawhina Reliever</th>
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<tbody>
<tr>
<td>Division</td>
<td>Te Kaahu Kohanga Reo</td>
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<tr>
<td>Reports to:</td>
<td>Kaiako</td>
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<tr>
<td>Key relationships</td>
<td>Kaiako, Mokopuna, Kaiawhina, Whanau, Van Driver, Cleaner</td>
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<td>Role purpose:</td>
<td>To assist the kaiako in the kohanga reo operation, in particular the delivery of learning programmes for the mokopuna in accordance with Te Korowai and Te Whariki and the aspirations of the whanau</td>
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<tr>
<td>Location</td>
<td>9 Edward Street, Ngaruawahia</td>
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<td>Hours of work:</td>
<td>When Requested</td>
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<td>Hourly Rate</td>
<td>To be Discussed</td>
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![Diagram](image-url)
Key Tasks

1.0 Communication
1.1 Communicate exclusively in te reo with mokopuna and colleagues during hours of operation.
1.2 Ensure communication with mokopuna, colleagues and whanau is always respectful and acknowledges the mana and tapu of the person.
1.3 Demonstrate understanding of tikanga and incorporate into practices at kohanga.
1.4 Actively communicate with whanau.
1.5 Communicate openly with colleagues in a non-bullying manner.

2.0 Kohanga Reo Operations
2.1 Assist kaiako and colleagues with day to day operations, ensuring rostered duties are carried out and learning programmes are implemented.
2.2 Be an active team member facilitating a nurturing, safe and stimulating learning environment for the mokopuna.
2.3 Ensure emotional and physical wellbeing of mokopuna is paramount in kohanga activities.
2.4 Actively participate in performance reviews of kohanga operations.
2.5 Adhere to kohanga policies and procedures.

3.0 Planning & Evaluation
3.1 Support Kaiako with planning and implementation of learning programme, if required.
3.2 Identify resources required to implement learning programmes and requisition purchase where appropriate, if need be.
3.3 Participate in evaluation of learning programmes, if requested.
3.4 Participate in weekly staff meetings, monitoring, planning and reviewing activities, if requested.

4.0 Relationship Management
4.1 Develop and maintain effective and collaborative relationships with National Kohanga Reo Trust, Tainui Regional Office and the Purapura.
4.2 Develop and maintain effective internal relationships with staff.
4.3 Represent Te Kaahu Kohanga Reo professionally.
4.4 Ensure appropriate formal and informal communication is delivered in a timely and accurate manner.

5.0 Team Participation
5.1 Contribute effectively to the team ensuring expectations are met to a high standard so as to achieve the objective set by the whanau.
5.2 Contribute to a culture that reflects the organisations values and is mokopuna focused.
6.0 Mokopuna Wellbeing
6.1 Ensure interactions with mokopuna are mana enhancing and devoid of aggressive non verbal communication i.e., intimidatory looks and gestures.
6.2 Actively supervise and participate in play, facilitating safe learning through play.
6.3 Encourage exploration by mokopuna in their learning, be responsive to their inquisitiveness.
6.4 Maintain a positive, fun and playful environment at kohanga free of all forms of violence for the mokopuna to thrive in by role modelling the behaviour.
6.5 Ensure equipment is safe and used safely by mokopuna and colleagues.

7.0 Documentation
7.1 Create and maintain full and accurate records
7.2 Assist kaiako with implementing Te Whariki.
7.3 Adhere to kohanga health and safety policies and procedures.
7.4 Ensure health and safety incidents are documented and entered in register.
7.5 Contribute to staff report presented at monthly whanau meeting.
7.6 Complete timesheet accurately.
7.7 Complete all other logs i.e sleeping supervision, nappy change, visitors book, building compliance checks and vehicle mileage as required to ensure operating standards are maintained.

8.0 Whanau Participation
8.1 Compulsory attendance at whanau meetings.
8.2 Participate in kohanga activities planned by whanau.
8.3 Compile mokopuna profile, evidencing mokopuna development.
8.4 Collaborate with whanau to address or support development needs of mokopuna.
Person Specifications

**Essential Skills**
1. Fluent in te reo Maori.
2. Knowledgeable in tikanga.
3. Ability to communicate empathetically with young babies and children.
4. Good writing skills.
5. Experience working in an early childhood education setting, preferably Maori immersion.
6. Understanding of child development.

**Essential Attributes**
1. Patience and a sense of humour.
2. Dedication to Maori immersion early childhood education
3. Creativity
4. Flexible
5. Energetic
6. Seeks opportunities to continuously improve and works to learn and grow
7. Is open to learning new things
8. Is action orientated and undertakes duties with professionalism and enthusiasm

**Preferred Qualifications**
1. Te Ara Tuatahi (Level 2)
2. Te Ara Tuarua (Level 5)
3. Te Tohu Matauranga Whakapakari (Level 7)