

Part C – Grievance Process

Question 6.1.2.3 – Explain the process that the school will follow should a parent or student have an objection to a governing board policy or decision, administrative procedure, or practice at the school.

Te Matauranga Oranga Mutunga School will ensure at all times that students are well informed, safe and properly cared for. Students will receive a copy of the grievance procedure and the process flow diagrams during orientation. Details of the grievance procedure are provided below.

Rights and Responsibilities of Students

The grievance policy allows students to have the opportunity to present any grievance to be dealt with in a just manner. It is the responsibility of the student to inform Te Matauranga Oranga Mutunga School in writing of any alleged breach of the code.

Rights and Responsibilities of the School

Te Matauranga Oranga Mutunga School will act fairly and assesses all written grievances that breach the code. If an agreement cannot be reached between Te Matauranga Oranga Mutunga School and the complainant, the internal procedure (see below) will apply.

Situations which will be dealt with under Policy

The grievance applies to Te Matauranga Oranga Mutunga School and includes:

- Classrooms and grounds and approved field trips
- Extra-curricular activities supervised by Te Matauranga Oranga Mutunga School staff

But specifically excludes:

- Social activities
- Personal travel
- Any behaviour that contravenes Te Matauranga Oranga Mutunga School of conduct

Internal Procedure

1. The student gives the written grievance to the Quality Manager stating which section(s) of the code have been breached or which policy/administrative procedure has been treated unreasonably.
2. Within three school days a meeting will be arranged between the student, whānau and the Quality Manager and relevant staff member (if required).
3. An interpreter will be offered to the student and whānau.
4. Minutes will be taken at the discussion.
5. If the problem is resolved, written notification will be given to the student and both parties will sign off on the grievance.
6. If the problem is unresolved, the grievance will then be given to the Chief Executive who will act as mediator. This meeting will be attended by the student, whānau and any other support necessary to resolve the issues (for example: Kaumātua).
7. If the problem is resolved, written notification will be given to the student and both parties will sign off on the grievance.
8. If the problem is not resolved, the student will be advised to write to the IEAA.
9. The school process will be completed within one calendar month with every effort made to reach resolution between the parties.

The school grievance process will be reviewed annually by revisiting individual cases to ensure that the process followed by Te Matauranga Oranga Mutunga School is fair.

SECTION 6.2- PERSONNEL

This section provides answers to the requirements outlined in Part Two, page 45 of the Request for Application documentation.

6.2.2 Questions

Part A – Key Leadership Roles

Question 6.2.2.1 – Provide in a table the names and qualifications of persons that will hold key leadership roles in the school. Provide CV's (or position descriptions for positions which will need to be recruited) as an appendix to your application.

The table below provides an overview of the qualifications for each of the key leadership roles:

Role	Qualification/s
Chief Executive	Business Degree and/or equivalent Experience
Programme Manager	Education Degree and/or equivalent experience
Office Manager (Quality)	Business Degree and/or equivalent Experience
Financial Administration	Financial Degree and/or equivalent experience
Office Administration	NZ Certificate in Business Administration Level 4 or higher
Office Assistant	NZ Certificate in Business Administration Level 2 or higher
Kaiako	NZ Dip/Certification in Adult Teaching and Adult Literacy
Kaiawhina	NZ Dip/Certification in Adult Teaching and Adult Literacy
Sports Coordinator	NZ Degree in Sport and/or equivalent experience
Kaitiaki	Trade Certificate in Boiler and Trade Certificate in Carpentry and/or Equivalent Experience in Health & Safety
Hygiene Technicians	Chemical Safety and Health and Safety Certificate

Note: Refer to Appendix C – Staff Position Descriptions

Question 6.2.2.2 – Describe the standards that will be used in hiring teachers, administrators, and other school staff and the professional backgrounds, depth of experience and personal qualities that you will seek in teachers and other school staff and how these qualities will help the school implement its vision and achieve the stated goals.

The Quality Management System (QMS) to be deployed includes a comprehensive staff selection process. This includes:

- **Policy** – To employ qualified and experienced staff, who have empathy and the ability to support Taurira and the organisation in meeting their goals.
- **Purpose** – All staff will be appropriately skilled, qualified and experienced.
- **Outcomes** – Taurira are given the best possible learning experience.
- **Procedures** – detailed steps that include identification of the vacancy, review of requirement and development of job description, consultation with ITO, advertisement and competency based interviews, assessment and selection.

Attributes that would be sought by TMOM in its employees would include:

- Skills in the areas of education; particularly working in a bilingual environment.
- An understanding of at risk students and the impact of these on individuals and their whānau /families.
- Ability to develop and establish key linkages in the community.
- Good organisational and planning skills with the ability to manage self and others toward objectives and goals.
- Able to communicate well with stakeholders at all levels.
- Energetic and motivated, demonstrating flare and initiative.
- Able to work with the minimum of supervision.
- Excellent interpersonal communication skills.

Overall the school will seek those with the professional maturity to handle sensitive and/or confidential information and able to act with tact, integrity and maturity.

Part B – Qualifications of School Staff

Question 6.2.2.3 – Indicate the number or percentage of teaching positions that you propose must be filled by registered teachers or holders of a Limited Authority to Teach (LAT).

Te Matauranga Oranga Mutunga will liaise with the local teachers training college in Invercargill and source suitable Kaiako who are completing their teacher training. Kaiawhina who require work experience will also be sourced from the college.

The goal is to have 50% of staff holding or training for a teachers qualification and 50% that are gaining credits toward an assessors qualifications (4098, 11551, 11552) and or an equivalent or a National Certificate in adult education and literacy.

Question 6.2.2.4– Describe the employment process that will be used to achieve the desired quality of staff and controls you will apply to ensure that background checks, including police vetting, are conducted on all school personnel, including volunteers and contractors, prior to the beginning of their employment or service.

The employment process is designed to ensure that the selection of staff is transparent and there is fairness and dignity for all applicants.

An appointments committee is formed from the management team with one sponsor representative. The appointments committee is responsible for:

- Drawing up a timeline for the process
- Determining the criteria for the appointment
- Drawing up a person specification and draft job description
- Advertising the position appropriately
- Ensuring that an information pack, which includes relevant material is available to prospective applicants and that suitable arrangements are made in the event that applicants wish to visit the school or make contact for further information
- Ensuring that applications are received and acknowledged
- Ensuring that appropriate referees reports are called for and received
- Ensuring appropriate checks are made in relation to authentication of qualifications and police vetting are undertaken
- Drawing up a shortlist of candidates to be interviewed
- Making suitable arrangements for the interviews – timing, venue, format, questions and assessment
- Interviewing candidates

- Making the final decision and if required conveying this information to the Trustees for ratification. This may be a decision not to make an appointment if a suitable candidate cannot be found.

The above process is applied to all staff employed by the school.

Part C – Staffing Plan

Question 6.2.2.5 – Provide your proposed staffing plan describing the anticipated number of staff members, their positions, and the optimal student: teacher ratio.

The optimal ratio based on the table below is **25 Students per Teacher** for classroom based activities.

The tables below provide an overview of the expected staff numbers and full time equivalents per calendar year for first three year period. Full time equivalent (FTE) is represented as 1.0 FTE = 40 HOURS / .5 = 20 Hours or less

Staffing Plan - Administration

The estimated administration required for the first three year period is:

Role	FTE		
	2014	2015	2016
Chief Executive	.5	.5	.5
Quality Manager	.5	.5	.5
Office Administrator	1.0	1.0	1.0
Office Assistant	-	1.0	1.0
Finance Administrator	.2	.2	.2

Staffing Plan – Academic

The estimated staffing for the academic component for student education in the first three year period is provided in the table below:

Role	FTE		
	2014	2015	2016
Programme Manager	1.0	1.0	1.0
Kaiako (Tutor)	2.0	3.0	4.0
Kaiawhina	2.0	3.0	4.0

Staffing Plan - Programmes

The estimated staffing for the programme component in the first three year period is provided in the table below:

Role	FTE		
	2014	2015	2016
Kaitiaki	.5	.5	.5
Sports Coordinator	.5	.5	.5
Hygiene Technician	.5	.75	1.0

Part D – Employment Policies

Question 6.2.2.6 – Describe policies regarding salaries, contracts, hiring and dismissal, evaluation of staff, benefit plans and other matters related to staffing. Attach applicable policies as an appendix to your application.

Standard employment contracts are used as the basis for staff negotiation. The Secondary Teachers' Collective Agreement will form the base scale for remuneration. As a not for profit there are no additional benefit plans or significant divisions from the requirements of the employment act.

Refer to Appendix B – Staff Policies – for copies of policies in relation to:

- Staff Selection
- Equal Employment Opportunities
- Protected disclosure
- Staff induction and orientation
- Staff development/appraisals

Part E – Volunteers and Contractors

Question 6.2.2.7 – If you propose to use volunteers and/or contractors, describe:

a) *The possible roles*

Contractors

Student Support - The He Huarahi Hou staff will be contracted to Te Matauranga Oranga Mutunga to provide the services for student support. This is an existing service which will remain in the community in its own right but will extend to the school as the method for introducing students and providing ongoing support.

Health Assessments – Awarua Social and Health Services have the expertise to provide assessment for students in regard to any physical, mental and/or physiological requirements. This is a key element of the personal development plan put in place for students, particularly in the early stages of the programme.

Volunteers - Additional resources will be required to support extra-curricular activities (i.e. transportation) such as school trips and sporting events. It is envisaged that whānau will be willing to provide that support managed through an agreed roster.

b) *How volunteers and/or contractors will be organised to accomplish the school's mission and goals*

Whānau (as volunteers) will be organised by roster and agreements to deliver services to support the programme plan.

All Contractors (and sub-contractors) will have a performance element included in any service agreements that reflect the mission and goals of the school.

Anyone working with Te Matauranga Oranga Mutunga, regardless of their relationship status, will be required to complete an induction process to ensure they understand the principles, objectives and priorities of the school.

c) *How they will be identified, vetted and trained*

Volunteers

The general approach for student induction, personal development, education and support is based on whānau engagement. Part of that engagement includes an invitation to whānau to provide support for extracurricular activities such as sporting events. However, there are times that specialist skills, experience or knowledge may be required, and in these cases terms of reference will be drawn up and published for expressions of interest from whānau. In these cases the Programme Manager may have delegation for non-fiscal related roles. Where there is a financial impact the CE may make the decision within his or her delegation else the same principles of the internal recruitment process will apply.

Contractors

A variety of best practice processes will be used to acquire contract services. This includes tender and/or request for tender processes to ensure best value to meet the needs of Te Matauranga Oranga Mutunga. Approval for such contracts will depend on the agreed delegations by the sponsor to the CE and relevant first line managers.

Part F – Performance Management and Appraisal

Question 6.2.2.8 – Describe how your teaching practices will be assessed, including appraisal processes.

Separate policies and processes are in place for Recognition of Current Competence (RCC) and Assessment and Moderation (internal and external) all of which are designed to ensure teaching practices are monitored and reviewed.

An overview of the policy and process for Recognition of Current Competence (RCC) is as follows:

- **Policy** – To ensure that RCC is applied consistently and appropriately in response to Tairua needs.
- **Purpose** – To meet Tairua industry assessment and moderation requirements that are accountable.
- **Outcomes** – Tairua and industry are satisfied with the recognition of current competency assessment process.
- **Procedures** – detailed steps that include soliciting interest from Tairua, collection of evidence, assessment, feedback and reporting.

An overview of the policy and process for Recognition of Assessment and Moderation (internal) is as follows:

- **Policy** – Compliance with internal and external moderation requirements ensures fairness, consistency and validity of assessment activities and results.
- **Purpose** – To provide for consistency of assessment measures and standardisation of results, internal and external.
- **Outcomes** – All Tutors/Assessors will comply with the moderation process.
- **Procedures** – detailed steps that include completion of internal moderation and approval plan, collation of documentation, analysis of documentation, completion of moderation templates, delivery of assessment packs and programme plan.

An overview of the policy and process for Recognition of Assessment and Moderation (external) is as follows:

- **Policy** – Compliance with internal and external moderation requirements ensures fairness, consistency and validity of assessment activities and results
- **Purpose** – To provide for consistency of assessment measures and standardisation of results, internal and external.
- **Outcomes** – All Tutors/Assessors will comply with the moderation process.
- **Procedures** – detailed steps that include Selection of units for external moderation and liaison with NZQA/ITO, collation of documentation, implementation of recommendations from moderation report and updating of assessment materials.

SECTION 6.3- LEGISLATIVE AND HEALTH & SAFETY

This section provides answers to the requirements outlined in Part Two, page 46 of the Request for Application documentation.

6.2.3 Questions

Part A – Health and Safety

Question 6.2.3.1 – Detail how the school proposes to meet and maintain the required health and safety standards.

Health and Safety

Te Matauranga Oranga Mutunga School is committed to maintaining a safe and healthy working environment for the safety and health of our volunteers, and employees and other persons in the workplace.

Health and safety is everyone's business, and everyone is expected to share in our commitment to avoid all accidents and incidents which may cause personal injury, property damage or loss of any kind.

All volunteers and employees are expected to act safely at all times to ensure their own welfare and that of their fellow volunteers and employees and others in the workplace.

We will ensure the safety of volunteers and employees by:

- Providing and maintaining a safe working environment
- Providing facilities for health and safety
- Ensuring all plant and equipment is safe
- Ensuring all volunteers and employees are not exposed to unmanaged or uncontrolled hazards
- Developing and implementing emergency and evacuation procedures

To achieve this we will:

1. Systematically identify and control all hazards in our workplace. Where there are significant hazards we will take all practicable steps to eliminate, isolate and or minimise these hazards to prevent any injury or damage.
2. Inform all volunteers and employees of these hazards and the hazard controls.
3. Ensure all volunteers and employees are properly trained and supervised.
4. Inform all volunteers and employees of emergency and evacuation procedures.
5. Record all incidents and accidents in our workplace, and take all practicable steps to prevent these events from happening.
6. Carry out planned self-inspections to monitor health and safety issues.

The full health and safety manual includes the identification of hazards and control procedures, Information and Training for Volunteer/s and employees, Accident and Incident Recording, Reporting and Investigation Procedures, Emergency and Evacuation Procedures, Contractors and Sub-Contractors, Volunteers and Employee Acknowledgement and master copies of reporting forms and templates.

A copy of the Health and Safety Manual can be provided if required.

Question 6.2.3.2 – Describe your proposed actions to ensure the safety of students and staff at all times.

TMOM will support implementation of its Health and Safety policies and procedures by:

- Ensuring all staff, students, volunteers and contractors are trained in health and safety procedures
- Additional training in first aid and general health and safety protocol
- All employment agreements and contract arrangements have health and safety clauses that ensure shared responsibility
- An onsite health and safety officer (shared role)
- Providing staff with easy access to Health and Safety forms and materials. There will be a standing item for Health and Safety on the staff meeting agenda to ensure on-going awareness and reporting,
- Regular review of health and safety procedures.

Part B – Records and Information Management

Question 6.2.3.3 – Describe your proposed systems for:

a) Recording enrolment, attendance and achievement

Puk-e-DATA (v16) is a Ministry certified student management system designed to manage courses and enrolments and to track achievements of students.

At this early stage this product is considered sufficient to manage the student numbers at start up, however, it is envisaged that an additional module – **Tutor Plus** will be included in the suite as the school roll grows.

Tutor Plus provides a web based application allowing tutors to manage the three key activities that they are involved in - attendance, assessments and achievements. Tutors can keep track of these online, entering the data directly into the system and will be alerted to students who are not achieving as expected. The system also includes a configurable KPI module which provides information to tutors on whether students and tutors are meeting expectations.

b) Maintaining school records to provide any information required by the Government

The information technology infrastructure will consist of a central server where all data will be stored and backed up daily. This will be a secure environment with security access provided to employees based on requirements.

The **Microsoft Office** suite of products will be used for administration purposes which include a range of spreadsheets and centralised access database for monitoring Key Performance Indicators and capturing relevant information to support business operations.

PART THREE

This section provides a copy of the signed applicant declaration.

APPLICANT DECLARATION


Declaration		
Topic	Requirement	Applicant's declaration
RFA response:	The Applicant has prepared this application independently to operate a PSKH.	agree
RFA terms:	The Applicant has read and fully understands this RFA, and the RFA terms in Part Three of this RFA, and agrees to be bound by them.	agree
Collection of further information:	The Applicant authorises the evaluators to: <ul style="list-style-type: none"> a. collect any information about the Applicant, from any relevant third party, including a referee, or previous or existing client b. to use such information in the evaluation of the Applicant's Application. 	agree
Objectives and Requirements:	The Applicant has read and fully understands the nature and extent of what is required by the Ministry and the Minister as described in part one and two of this RFA. The Applicant has the necessary capacity and capability to fully meet or exceed the deliverables in the operation of a PSKH and will be available to operate their PSKH throughout the proposed contract period.	agree
Contract terms and conditions:	The Applicant has read and fully understands and accepts the Agreement terms and conditions as stated in our proposed conditions of contract or has completed the table of proposed contract derogations in the form set out in paragraph 7 of this Part Two of the RFA. If successful, the Applicant agrees to sign a contract based on these terms and conditions.	agree
Conflict of interest:	The Applicant warrants that it has no actual, potential or perceived conflict of interest in submitting this Application, or entering into a contract to operate a PSKH. Where a conflict of interest arises during the RFA process the Applicant will report it immediately to the Contact Person.	agree

Ethics:	<p>The Applicant warrants that in submitting this Application it has not:</p> <ul style="list-style-type: none"> a. entered into any improper, illegal, collusive or anti-competitive arrangements with any competitor b. directly or indirectly, approached any representative of the Minister, Ministry or the Board to lobby or solicit information in relation to the RFA (except where allowed for during the Clarification period). c. has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Minister, Ministry or the Board. 	agree
Offer period: validity	<p>The Applicant confirms that this Application remains open for acceptance for a period of 180 days from the Closing Date.</p>	agree
Applicant interview	<p>The Applicant acknowledges that if requested, the Applicant will be available to attend an interview in Wellington at a location to be determined by the Board over a one week period, with time slots given on a first-in first-served basis.</p>	agree
Declaration:	<p>The Applicant declares that in preparing this Application it:</p> <ul style="list-style-type: none"> a. has provided complete and accurate information in all parts of the Application, in all material respects b. has secured all appropriate authorisations to submit this Application and is not aware of any impediments to its ability to enter into a formal contract to deliver the outcomes. <p>The Applicant understands that should it be successful in being awarded a contract with the Minister then the falsification of information, supplying misleading information or the suppression of material information in relation to this RFA will be grounds for termination of the contract.</p>	agree

DECLARATION

This Application has been approved, and is signed by, a representative of the Applicant who has the authority to do so. This representative is named below.

This representative declares that the particulars provided above and in the attached Application documents are accurate, true and correct.

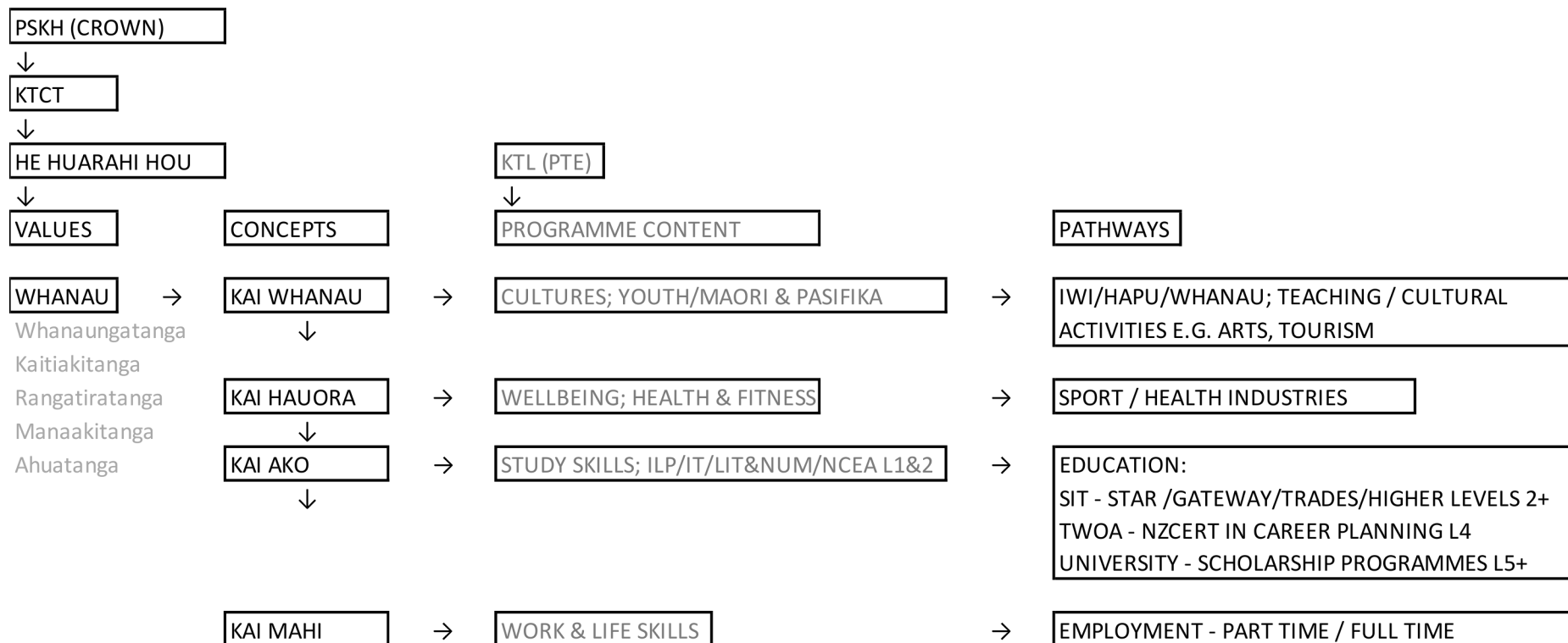
Signature:	 s 9(2)(a) OIA
Full name:	Paki West Raumati
Title / position:	Trustee of the Kai Tech Charitable Trust
Date:	15 April 2013

APPENDICES

This section contains supplementary information to the proposal. Each document has been cross referenced to the relevant sections of the proposal.

Appendix A – School Organisation and Culture

With reference the Part C – 4.2.2.4 – the diagram below provides an overview of the principals of how the school will be organised and will support student learning:



Appendix B – Proposed School Calendar

The following table provides an overview of the proposed programme calendar:

**PROGRAMME CALENDAR/ DAILY HOURS/ NUMBER OF TIMETABLES(2)/ORGANISED INSTRUCTION/INTEGRATED ASSESSMENT/SELF DIRECTED
 LEARNING/PROFESSIONAL DEVELOPMENT/WHANAU-TEACHER HUI/EXTRA CURRICULUM**

" In our Kura we believe in one another, we respect our Kaumatua, we cherish our languages, we celebrate our cultures, we support each other, we celebrate success, we care for our environment, we are Whanau."

PLANS	DESCRIPTION									
ANNUAL	SEMESTER ONE		SEMESTER TWO		SEMESTER THREE		SEMESTER FOUR			
DATES 2014	7 FEB-18 APRIL		5 MAY - 4JULY		21 JULY - 26 SEP		13 OCT - 17 DEC		19-30 JAN15	
THEMED	WHANAUNGATANGA	H P	KAITIAKITANGA	H P	MANAAKITANGA	H P	RANGATIRATANGA	X	H	P
ACTIVITIES:	WHANAU DAY	O R	HAUORA	O R	YOUTH FEST PLANNING	O R	YOUTH CULTURE FEST	M	O	R
	POWHIRI	L O	DRUG AND ALCOHOL	L O	MUSIC	L O	STUDY GROUPS	A	L	O
	WHAKAPAPA	I G	HUMAN BIOLOGY	I G	DANCE	I G	SELF DIRECTED LEARNING	S	I	G
	TIKANGA	D R	SEX EDUCATION	D R	FASHION	D R	END OF YEAR EXAMS		D	R
	KAPAHAKA	A A	NUTRITION	A A	KAI	A A	TO COMPLETE NCEA	B	A	A
	WAIATA	Y M	FITNESS	Y M	WHANAU	Y M	GRADUATION	R	Y	M
	KAI	M	FIRST AID	M	ART	M	WORK EXPERIENCE P/T	E		M
	CARVING	E	GROOMING -	E		E		A		E
	KARAKIA ETC.		TANE & WAHINE					K		

DAILY ASSESSMENT: OF AROMATAWAI IS INTEGRATED INTO EACH DAY THROUGH ADVANCED PLANNING, WHICH IS PLANNED DURING HOLIDAY PROGRAMME LEAVE OF TWO WEEKS, THIS ALSO ALLOWS FOR PROFESSIONAL DEVELOPMENT TIME. Total of 8 weeks planning & development time for Kaiako and Kai Awhina.

WEEKLY/DAILY PLAN: LITERACY & NUMERACY CLASSES ARE INTERCHANGED WITH CULTURAL COMPONENT FOR EACH YEAR (YR 9 & YR 10)

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
6.30AM	RUN & SWIM	RUN & SWIM	RUN & SWIM	RUN & SWIM	RUN & SWIM		
8.00AM	KARAKIA / BREAKFAST	KARAKIA / BREAKFAST	KARAKIA / BREAKFAST	KARAKIA / BREAKFAST	KARAKIA / BREAKFAST	S	C
9.00AM	LITERACY / NUMERACY	LITERACY / NUMERACY	LITERACY / NUMERACY	LITERACY / NUMERACY	LITERACY / NUMERACY	P	H
10.15AM	MORNING BREAK	MORNING BREAK	MORNING BREAK	MORNING BREAK	MORNING BREAK	O	U
10.30AM	CULTURAL AVTIVITIES	CULTURAL AVTIVITIES	CULTURAL ACTIVITIES	CULTURAL AVTIVITIES	CULTURAL AVTIVITIES	R	R
12.00 MID	KARAKIA - KAI WITH WHANAU	KARAKIA - KAI WITH WHANAU	KARAKIA - KAI WITH WHANAU	KARAKIA - KAI WITH WHANAU	KARAKIA - KAI WITH WHANAU	T	C
1.00PM	PROJECTS/ACTIVITIES - ONSITE THEN OFFSITE	PROJECTS/ACTIVITIES - ONSITE THEN OFFSITE	PROJECTS/ACTIVITIES - ONSITE THEN OFFSITE	PROJECTS/ACTIVITIES - ONSITE THEN OFFSITE	PROJECTS/ACTIVITIES - ONSITE THEN OFFSITE	S	H
3.30PM	KARAKIA WHAKAMUTUNGA	KARAKIA WHAKAMUTUNGA	KARAKIA WHAKAMUTUNGA	KARAKIA WHAKAMUTUNGA	KARAKIA WHAKAMUTUNGA	D	1

PROJECT LIST: MAY INCLUDE BUT ARE NOT EXCLUSIVE

KAI	PROPOGATE & GROW VEGES / CLEAN & PREPARE / COOK READY TO EAT / FREEZE FOR FUTURE USE
KAIMOANA	SWIM / SNORKLE/ GATHER / STORAGE / PROCESS / PREPARE FOR EATING / FREEZE
MEAT	ANIMAL CARE / FENCING / KILL & PROCESS / PREPARE FOR EATING / FREEZE
WILD FOOD	HUNT & GATHER / PROCESS / COOK / FREEZE
ESTUARY CARE	WATER QUALITY / SURVEYS / SCIENCE
RIVER CARE	WATER QUALITY / SURVEYS / SCIENCE
CONSERVATION	FOREST SURVEYS / TRAPPING & MONITORING / MAINTAINENCE
CUSTOMARY FISHING - V	COMPLIANCE / VESSEL CARE & LIMITS / RECORDING / CATCH / REPORT
TANGIHANGA	KARAKIA / KAI PREP / COOK / POWHIRI /CLEANING
COMPETITIONS	KAPAHAKA / SPORT / YOUTH FOCUSED EVENTS

HOLIDAY PROGRAMMES MAY INCLUDE BUT ARE NOT EXCLUSIVE: THESE PROGRAMMES WILL ALL NEED TO BE FUNDRAISED FOR BY WHANAU

SPORTS COMPETIONS
 WAKAAMA REGATTA
 YOUTH CAMP
 MUSIC / DANCE COMPS

This programme will require further development and alignment to the National Qualifications by teaching staff once funding is approved.

Appendix C – Staff Position Descriptions

This section contains the position descriptions for key staff as required in Part A question 6.2.2.1

CHIEF EXECUTIVE JOB DESCRIPTION AND PROGRAMME BACKGROUND

Te Maturanga Oranga Mutunga (TMOM) is a new service of The Kai Tech Charitable Trust and has been designed to provide a unique and positive learning environment and experience to all Rangatahi that is based on Kaupapa Maori and the Treaty of Waitangi principles and practices of Whanaungatanga, Kaitiakitanga, Maanakitanga, Rangatiratanga and Ahuatanga.

All Staff are to lead by example and teach our values on a daily basis, these include: "In our Kura we believe in one another, we respect our Whānau & Kaumatua, we cherish our languages, we celebrate our cultures, we support each other, we celebrate success, we care for our environment, we are Whānau."

This position will also work closely with the Management Team to implement a culture of vision and strategy, that ensures all goals and objectives are achieved.

JOB DESCRIPTION

Title

CHIEF EXECUTIVE – TE MATAURANGA ORANGA MUTUNGA

Responsible To

TRUSTEES of the Kai Tech Charitable Trust

Key Strategic Relationships

KTCT Trustees and Staff, Maori Organisations, Employers, Industry Stakeholders, Secondary Schools, Tertiary Training Institutions and Providers, Government and funding agencies, the wider Community including Pasifika, Whānau, Hapu & Iwi.

Purpose of Position

- To set strategy and vision and sets the direction of the Kura
- Building the culture of Te Maturanga Oranga Mutunga
- Delegating appropriate tasks to the Management Team
- Able to meet tight deadlines and praise staff for achievements
- Team building of Management Team
- Hiring and firing the Management Team for non performance
- Resolve differences between Management Team and keep them working together in a common direction
- Strategic direction by communicating the strategy, that sets clear direction
- Allocation of budgets, that fund projects that support the strategy and ramps down projects that are not financially viable or do not support the strategy
- Enforce the values of Te Maturanga Oranga Mutunga
- Building strong and effective strategic relationships with key stakeholders & partners that provide for positive outcomes
- To effectively communicate and network with all stakeholders and partners to promote and endorse Te Maturanga Oranga Mutunga
- To ensure the Strategic Goals and objectives for Te Maturanga Oranga Mutunga are achieved
- To provide effective strategic leadership within the community to ensure that Te Maturanga Oranga Mutunga is supported by all stakeholders and Partners
- Target Government and Community Agencies are targeted at the highest level to ensure that Te Maturanga Oranga Mutunga Strategic Goals are achieved successfully
- Monitor the development and progress on:
 - Implementation Plan
 - Education Plan
 - Business Plan

- Operations Plan
- And Budgets
- Report monthly to the Kai Tech Charitable Trustees

APPLICANT REQUIREMENTS

- Possess strong leadership skills with integral strategic vision and sets clear direction of the Kura
- Is able to build the culture of Te Maturanga Oranga Mutunga
- Proficient in Te Re Maori or able to learn
- Delegates appropriate tasks to the Management Team
- Has empathy and compassion towards all staff
- Able to meet tight deadlines and praise staff for achievements
- Build a successful Management Team and ensure all staff participate in team building activities
- Experienced in the hiring and firing the Management Team when required
- Resolving differences between Management Team members
- Financial monitoring & implementation of budgets is essential
- Enforce the values of Te Maturanga Oranga Mutunga
- Experience in building strong and effective strategic relationships with key stakeholders & partners
- Provide for effective strategic leadership within the community
- Able to target Government and Community Agencies are targeted at the highest level to ensure that Te Maturanga Oranga Mutunga Strategic Goals are achieved successfully
- Reports monthly to the Kai Tech Charitable Trustees
- Strong computer, organizational and time management skills.
- Self directed & focused; able to work independently and in a team.
- Positive in attitude with an excellent dress code.
- Able to work on occasional evenings and weekends, to support Whānau.
- Hold a current Full driver's licence (essential).

To apply, please submit a resume and written cover letter of interest.

QUALITY MANAGER JOB DESCRIPTION AND PROGRAMME BACKGROUND

Te Matauranga Oranga Mutunga is a new service of the Kai Tech Charitable Trust and has been designed to provide a unique and positive learning environment and experience to all Rangatahi that is based on Kaupapa Maori and the Treaty of Waitangi principles and practices of Whanaungatanga, Kaitiakitanga, Maanakitanga, Rangatiratanga and Ahuatanga.

All Staff are to lead by example and teach our values on a daily basis, these include: "In our Kura we believe in one another, we respect our Whānau & Kaumatua, we cherish our languages, we celebrate our cultures, we support each other, we celebrate success, we care for our environment, we are Whānau."

The Quality Manager is primarily responsible for all policies and procedures that affect programme delivery and assessment, while ensuring that all teaching and learning programmes are aligned with the Quality Management Systems of Kai Tech Ltd.

This position will also work closely with the management team which includes the Chief Executive, Quality Manager, He Huarahi Hou Supervisor to develop and align the programme curriculum, further develop processes and procedures, and explore new opportunities in Rangatahi and Whānau development.

Also in this role you will also work closely with the TMOM Programme Manager to support all teaching staff, Rangatahi and their Whānau. All staff will work as part of a whānau team to contribute to the pastoral care of learners and contribute to the wider life of the school through participation in whānau and co-curricular activities.

JOB DESCRIPTION

Title

QUALITY MANAGER – TE MATAURANGA ORANGA MUTUNGA (TMOM)

Responsible To

The CHIEF EXECUTIVE

Key Relationships

Chief Executive Officer, Advisory Group, Programme Manager, He Huarahi Hou Supervisor, Teaching Staff, Stakeholders, Secondary Schools, Tertiary Training Institutions and Providers, the wider Community including Pasifika, Rangatahi & Whānau, Hapu & Iwi.

Purpose of Position

- To annually review Kai Tech Limited Policies and Procedures Manual in conjunction with the Programme Manager, Office Administration, Kaiako and Kaiawhina
- To actively promote Te Matauranga Oranga Mutunga
- To manage the budgets and finances in conjunction with the Manager and the Office Administrator of Te Matauranga Oranga Mutunga
- To assist in external moderation and assessment policies and procedures
- To evaluate the need for ongoing training programmes and develop future training initiatives
- To ensure Student assessments, tutor appraisals and internal audits are conducted as required
- To ensure that all staff development is signed off and approved for implementation
- Oversee the development of education programmes to ensure quality; including program delivery, scheduling, and curriculum development.
- Responsible for checking the reporting on programme deliverables e.g. NCEA credits and qualifications
- Report to Chief Executive on progress, attend staff meetings, and support Whānau hui & events and other duties as needed.