

## POSITION DESCRIPTION

|                              |  |    |
|------------------------------|--|----|
| <b>Position:</b>             | <b>National Education Manager   Kaiwhakahaere Mātauranga ā-Motu</b>                                  |    |
| <b>Reporting to:</b>         | General Manager Learner and Workforce Engagement   Kaiwhakahaere Hiwaia Tauira me ngā Hunga Whakauru |    |
| <b>Location:</b>             | National Office   Te Tari Matua  |    |
| <b>Staff responsibility:</b> | Number of direct reports   | 11 |
| <b>Last Updated:</b>         | December 2025  |    |

## OUR STORY – TĀ MĀTOU KŌRERO

“Te Rito” (the new shoot at the centre of the flax|harakeke) symbolises the young child, also the learner, embarking on a journey of growth and having limitless potential. “Maioha” means held in high esteem, deeply respected, hence one literal translation of “Te Rito Maioha” is “the treasured shoot”. It identifies that our focus is infants, toddlers and young learners, their kaiako and that our perspectives are shaped by Aotearoa New Zealand context.

### Our Purpose – Tō tātou kaupapa

To inspire, empower and educate teachers and learners, embracing cultures and languages to ensure every child’s potential is ignited.

Kia whakahihiko, kia whakamana, kia hoatu rā te mātauranga me te āheinga ki ngā kaiako me ngā tauira e pōwhiritia ana ngā ahurea, ngā reo rangatira o te ao, kia tutūngia e rātou te pito mata kei ia tamaiti.

### Our Commitment - Te pae tata

We are a bicultural organisation committed to advocacy, teaching, research, promotion, and delivery of world class teacher education for tamariki, whānau, kaiako, ECE services and schools. We respond by being connected, contributing and agile to ensure successful learning happens together.

*He rōpū tikanga-a-rua ā Te Rito Maioha, ko tā mātou e manawanui nei, he whakaako, he rangahau, he whakatuārā, kia tautoko ngā tamariki, ngā whānau, ngā kaiako, me ngā whare kōhungahunga katoa. Kia pai ai tā mātou mahi, ka mau kaha nei ki ngā tūhononga, kia kakama tātou ki te ako ngātahi, kia pūmau ki te angitu.*

### Our guiding beliefs | Ngā arataki whakapono

- Every child|tamaiti has the right to high-quality education that complements and supports their and their family|whānau and community life.
- Every child |tamaiti in Aotearoa New Zealand has the right to know and enjoy the dual cultural heritage of Te Tiriti o Waitangi partners along with their own cultural heritage.
- People working in early childhood and primary education have access to high-quality teacher| kaiako education, advice, information, resources, to aide their decision-making that affects their profession, children|tamariki and families|whānau.

- That teacher education is focused on cultivating reflective practitioners. Teachers should be well-versed in content knowledge and pedagogical strategies and continuously reflect on their experiences, adapt their practices, and engage in lifelong learning.
- Our education programmes empower kaiako and educators to meet the diverse needs of their children|tamariki and contribute positively to their communities.

## Our Values – Ngā uara

- Making a difference – Te puawaitanga o te tangata
- Honouring Te Tiriti o Waitangi – E matua whakapono ana tātou ki Te Tiriti o Waitangi
- Including everyone – Whakawhanaungatanga
- Being accountable – Kia taea e mātou te hāpai ngā kaupapa katoa ahakoa te aha
- Caring and connecting – Manaakitanga
- Innovating – Whakahihiko hinengaro

## About us | Ko mātou

Te Rito Maioha is an Incorporated Society of members committed to high quality early education for every child. Established in 1963, we are an influential leader in shaping today's early childhood sector through advocacy, policy, and delivering tertiary education qualifications and professional development programmes for current and future early childhood and primary education teachers.

Our bicultural kaupapa, te reo Māori me ōna tikanga, is embedded throughout everything we do and teach. We are committed to ensuring the success of our Pacific nation students across the motu by growing authentic relationships that embrace students' whānau and communities across our programmes.

Through our membership we advocate for early childhood education services and the kaiako who provide education to thousands of infants, toddlers, tamariki and young people. Our members are drawn from a diverse range of community-based, privately-owned, kindergarten and homebased early childhood education services and teachers.

Te Rito Maioha is a registered Private Training Establishment (PTE) with the highest rating for a tertiary provider in Aotearoa New Zealand. We are accredited and approved by the New Zealand Qualifications Authority (NZQA) to deliver a range of early childhood and primary school undergraduate, graduate, and postgraduate qualifications (levels 5-9), including specialist kaiako education, both nationally and internationally.

The organisation has delivered teacher education since 1980 and is governed by a Council made up of elected and appointed members, led by a National President and supported by a National Kaumātua. Our national office is in Wellington, and our teaching staff are employed at 11 regional education centres|takiwā ako throughout Aotearoa New Zealand.

We are committed to achieving high-quality teaching and learning by:

- increasing teachers' |kaiako knowledge of Te Tiriti o Waitangi and Aotearoa New Zealand's dual cultural heritage;
- providing access to blended delivery through online and face-to-face, with practical real-life exposure and experiences through undergraduate, graduate, and postgraduate tertiary education programmes leading to recognised and approved qualifications;
- promoting quality teaching and leadership through ongoing professional learning and development programmes;
- providing advocacy and a range of unique resources and services to our early childhood education members;
- collaborating with New Zealand and international partnerships to strengthen research and teacher education.

## **PURPOSE OF ROLE**

The purpose of National Education Manager | Kaiwhakahaere Mātauranga ā-Motu role is to:

- Lead and develop Regional Education Leaders, fostering a culture of collaboration and continuous improvement to build a high-performing team that delivers high-quality blended education programmes contributing to student success as effective teachers.
- Support Regional Education Leaders to attract students and members to our organisation, working with Workforce and Business Development team in delivering professional learning and development programmes.
- Collaborate across functions to drive consistency, streamline workflows and deliver operational efficiencies.
- Support and mentor the leadership and management structure of their team to ensure consistency and enhance the quality of our work at Te Rito Maioha.
- Ensure all regional education centres | takiwā ako (RECs) KPIs are delivered efficiently and effectively and on time by their Regional Education Leaders | Kaiārahi Mātauranga ā-Rohe and the REC staff.
- Complete applications to bid for SELO contracts and organise staff to deliver on these contracts.
- Provide support to their manager in completing RFP, including timely reporting as needed.

The National Education Manager | Kaiwhakahaere Mātauranga ā-motu is a member of the Senior Management Group.

## **ACCOUNTABILITIES (includes but is not limited to):**

| Key Accountabilities   | Key Activities  |
|--|---|
| <b>Professional Leadership</b> <ul style="list-style-type: none"><li>• Manage and lead the Regional Education Leaders   Kaiārahi Mātauranga ā-Rohe (RELs) team to meet all regional education centres   takiwā ako outcomes.</li><li>• Mentor and coach RELs to be competent and capable managers delivering consistent, efficient and effective results in the REC   takiwā ako and rohe.</li><li>• Provide advice to and representation on key committees where required.</li><li>• Provide induction, advice and guidance to direct reports, new and current.</li><li>• Provide support to takiwā ako staff during the absence of the REL, ensuring continuity and responsiveness.</li><li>• Provide professional development for direct reports to ensure they are familiar and confident in all aspects of their roles.</li><li>• Provide input and feedback for staff performance as required.</li><li>• Coach and support their managers to effectively manage their own direct reports, seeking professional growth opportunities to further enhance their performance and job satisfaction.</li></ul> | <ul style="list-style-type: none"><li>• Staff engagement is positive.</li><li>• Staff conduct and performance is well managed.</li><li>• Staff feel supported to succeed.</li><li>• Regional Education Leader     Kaiārahi Mātauranga ā-Rohe have clear KPIs and development plans and these KPIs are met.</li><li>• Regional Education Leaders   Kaiārahi Mātauranga ā-Rohe are working effectively and collaboratively across the motu.</li><li>• Regional Education Leaders   Kaiārahi Mātauranga ā-Rohe are meeting or exceeding base KPIs.</li><li>• Each base is connected and involved with iwi and Pacific nations in their rohe.</li></ul> |

| Key Accountabilities   | Key Activities  |
|--|---|
| <ul style="list-style-type: none"> <li>• Deal decisively with poor performance and poor conduct, including in a timely manner, including ensuring direct reports are supported to performance manage their own direct reports as required.</li> <li>• Work in a collaborative and consultative manner with staff and managers, providing clear and consistent information at all times.</li> <li>• Ensure best practice is modelled across the teaching bases for consistency, effectiveness and efficiency across all requirements of base delivery.</li> <li>• Assist Pouhere Kaupapa Māori, Lead Advisor Pasifika Relations   Kaitohutohu Matua Pasifika and RELs to engage with iwi and Pacific nation groups in their various rohe.</li> <li>• Support to the Learner Success &amp; Wellbeing Leader   Kaiārahi Angitu me te Oranga o te Tauira and Regional Education Leaders to implement learner success, pastoral support and wellbeing requirements.</li> </ul>  |   |
| <p><b>Professional contribution</b></p> <ul style="list-style-type: none"> <li>• Participate in strategic planning and annual business plans. Provide regular reports to SLT on the tracking of progress and management of risk.</li> <li>• All REC planning is completed on time before each year begins.</li> <li>• Ensure KPIs are met, delivered and reported on time.</li> <li>• Ensure Council reports are completed on time.</li> <li>• Ensure RELs are promoting Te Rito Maioha in the local community.</li> <li>• Ensure RELs are building and maintaining positive relationships with local Te Rito Maioha members, potential members and alumni, and contribute to Membership strategic objectives.</li> <li>• Manage the performance of identified Satellite Hubs where agreed, and with the respective REL.</li> <li>• Assist Workforce Business Development Manager   Kaiwhakahaere pākihi (WBDM) grow a portfolio of professional learning and development programmes by working with Regional Education Leaders   Kaiārahi Matauranga ā-Rohe and their teams to develop and teach programmes.</li> <li>• Complete and or assist General Manager Learner and Workforce Engagement   Kaiwhakahaere Hiwaia Tauira me ngā Hunga Whakauru (GMLWE) with implementing government contract initiatives and across the motu where applicable (SELO contracts, prepare RFPs etc).</li> <li>• Actively seek out initiatives that will deliver operational efficiencies – streamline processes and workflows, consistent implementation of policies and processes, automate where possible.</li> </ul> | <ul style="list-style-type: none"> <li>• Operational aspects of the role and contribution to the strategic goals are successful</li> <li>• Professional development initiatives delivered and uptake in these initiatives increases.</li> <li>• SELO contracts are awarded, well organised with resourcing and all reporting requirements are fulfilled in a timely manner.</li> <li>• Satellite hubs are performing to required KPIs.</li> <li>• Membership within the region increases in line with overall growth objectives.</li> <li>• KPIs are met, delivered and reported on time.</li> <li>• We are sought out in the community for advocacy, teaching, promotion and delivery of world class ECE and Primary.</li> <li>• Student and member feedback and evaluations indicate high levels of satisfaction.</li> <li>• A positive and professional image of Te Rito Maioha and its programmes and services is consistently provided.</li> </ul> |

| Key Accountabilities   | Key Activities   |
|--|--|
| <b>Teaching and Learning</b> <ul style="list-style-type: none"> <li>Support the delivery of effective blended education and pastoral care to our students.</li> <li>Promote the overall coherence of all programmes and to ensure consistency with the graduating teacher standards and Our Code Our Standards for all teacher education programmes.</li> <li>Understand and articulate e-pedagogy and blended learning in their teaching practice.</li> <li>In conjunction with RELS and other senior managers, ensure pastoral care, student support and advice is provided, including meeting our KPIs across our learner success, disability action, wellbeing and safety frameworks are applied consistently across the RECs.</li> </ul>      | <ul style="list-style-type: none"> <li>Confident and competent tertiary learners meet the Code of Professional Responsibility and Standards for the Teaching Profession (Teaching Council   Matatū Aotearoa).</li> <li>Our tauira feel well supported in all aspects of their learning experience.</li> <li>Students receive pastoral care in a timely manner, and learner support frameworks and disability action plans implemented consistently when and where required.</li> <li>Ensure consistent application of all learner support frameworks and KPIs met in a timely manner.</li> </ul> |
| <b>Research &amp; Professional Development</b> <ul style="list-style-type: none"> <li>Undertakes and facilitate Professional Development.</li> <li>Participate in external and internal research projects and contribute to Te Rito Maioha's research strategy where applicable.</li> <li>Organises annual REL hui</li> </ul>  | <ul style="list-style-type: none"> <li>Conducts relevant research and produces research outputs that contributes to Te Rito Maioha's research capability and reputation.</li> <li>Staff have the competence and confidence to succeed in their role.</li> </ul>  |
| <b>Administration</b> <ul style="list-style-type: none"> <li>Responsible for organising and distributing workload for Regional Education Leaders and their teams across teaching, learning and visits in conjunction with Academic Leaders   Kaitiaki Hōtaka.</li> <li>Support preparation, implementation and review of orientation, graduation, Noho marae etc with RELs.</li> <li>Ensure effective oversight and management of budgets.</li> <li>Work collaboratively across all business units to ensure timely completion of administrative requirements with clear and efficient information sharing</li> <li>Responsible for collating data and writing reports on orientation and graduation and other information as required.</li> </ul> | <ul style="list-style-type: none"> <li>Workload is distributed effectively and efficiently across the each Rohe.</li> <li>Relationships between takiwā ako and student and all business units are efficient and effective.</li> <li>Administration requirements are met.</li> <li>Ensure RELs and complying with health and safety practices.</li> </ul>   |
| <b>Relationship Management</b> <ul style="list-style-type: none"> <li>Contribute to the development and maintenance of effective relationships with key external suppliers, organisations, agencies, individuals and members in order to promote the achievement of Te Rito Maioha's objectives.</li> <li>Build and maintain strong relationships with internal stakeholders.</li> <li>Develop and maintain effective work planning and professional development for areas of accountability.</li> </ul>   | <ul style="list-style-type: none"> <li>Solid professional relationships are maintained.</li> <li>A positive and professional image of Te Rito Maioha and its programmes and services are consistently provided.</li> <li>Te Rito Maioha is well known through sound relationships made and retained.</li> <li>Staff have the competence and confidence to succeed in their role.</li> </ul>  |

| Key Accountabilities                      | Key Activities   |
|---|--|
| <b>Organisational responsibilities</b>    | <ul style="list-style-type: none"> <li>• Policies, processes, guidelines and practices are adhered to at all times and contribute to the wider organisation.</li> <li>• One Te Rito Maioha approach to collaboration and problem solving.</li> <li>• Results achieved as identified in the annual plan each year.</li> <li>• Input into team is valued, on point and timely.</li> <li>• Process and business improvements are realised and implemented.</li> <li>• All required documentation is completed and updated accurately, on time and in full.</li> <li>• Contribute to the review of all academic policies and procedures according to our review cycle to reflect recent and relevant NZQA, TEC and legislative requirements.</li> <li>• Provide input and participate in all reviews of compliance with all legislative requirements.</li> </ul> |
| <b>Te Rito Maioha Values / Ngā uarā</b>   | <ul style="list-style-type: none"> <li>• Staff are able to demonstrate Te Rito Maioha Ngā uarā in everything they do and with everyone they interact with every day.</li> </ul>  |
| <b>Quality and continuous improvement</b> | <ul style="list-style-type: none"> <li>• Internal policies and standards and external standards and codes are consistently followed and completed, meets or exceeds level attributed to the status of this role.</li> <li>• Improvements are recorded and documented and filed according to Quality Assurance processes e.g. Self-review log and Annual programme evaluation, etc.</li> </ul>  |
| <b>Health &amp; Safety at Work</b>        | <ul style="list-style-type: none"> <li>• Engage and adhere to all areas of responsibility as identified in Health, Safety and Wellbeing policies.</li> <li>• Ensure all incidents, injuries and near misses are reported into the incident register accurately and in a timely manner.</li> <li>• Maintain knowledge of health and safety procedures and actively support safe work practices in your area of responsibility.</li> </ul>   |

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| <p><b>Tō tātou oati mō te Tiriti o Waitangi   Our Treaty of Waitangi Statement</b></p> <p>The organisation has a commitment to Te Tiriti o Waitangi and the partnership between tangata whenua and tau iwi</p> <p><i>E matua whakapono ana tenei u manga ki ngā matapono o Te Tiriti o Waitangi me te tū ngātahi a te tangata whenua me tau iwi</i></p> <p>We are moving forward on our bicultural journey in an exciting, challenging and meaningful direction</p> <p><i>Kei te nuku whakamua tō tātou hiko tikanga ā rua i runga i te wana, i te ngākau māhaki, me te totika</i></p> <p>All parties are committed to the bicultural journey with a sense of significance, purpose, pride and community</p> <p><i>Kia whakakotahi te katoa i raro i te pono, i te tika, i te wairua hoki o tenei hikoitanga</i></p> <p>We honour the history</p> <p><i>Ka whakanuia te hītori</i></p> <p>We honour the diverse skills and knowledge required to sustain this partnership</p> <p><i>Ka whakanuia ngā pūkenga me te mātauranga e tika ana kia ū, ki a mau ki tēnei tū ngātahi</i></p> | <ul style="list-style-type: none"> <li>Increasingly demonstrates appropriate use of culturally aware behaviour, appropriate use of protocols and pronunciations.</li> <li>Is actively involved in bicultural activity either through teaching and learning or professional development.</li> <li>Staff and tauira are confident in using te reo Māori every day.</li> <li>Tuakana, teina relationships are role modelled.</li> <li>Ensure a genuine effort is made to build confidence in using te reo Māori naturally and spontaneously and actively engaged in the He Pātaka Reo programme.</li> <li>Ensures we are inclusive in all we do and say and strive to be equitable, free from bias, discrimination, and racism. We also strive to ensure that all our work is of high quality.</li> </ul> | <ul style="list-style-type: none"> <li>We are committed to our bicultural journey with a sense of significance, purpose, pride and community, creating an environment that is culturally safe for employees, students and visitors.</li> <li>We honour Te Tiriti o Waitangi, its history and the diverse skills and knowledge required to sustain the principle of partnership.</li> <li>Familiar with and ensure outcomes achieved from our Te Kōkiri Tikanga Rua   Bicultural Strategy and our Te Moana nui a Kiwa Pasifika Strategy.</li> </ul> |
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## **LIMITATIONS ON AUTHORITIES**

- Expenditure authority on specific types of operational expenditure as per Te Rito Maioha's delegations policy.

## **WORKING RELATIONSHIPS**

- Maintains close liaison with internal stakeholders:
  - respective Academic Leaders/ Kaitaki Hōtaka, Learner Success and Wellbeing Leader | Kaiārahi Angitu me te Oranga o te Tauira, Workforce and Business Development team, Student and Administration Services team, Learning Design & Delivery team and Human Resources.
- Maintains close liaison with professional agencies and external sector stakeholders:
  - Ministry of Education
- Expected to keep Senior Leadership Team and the Chief Executive informed on a 'no surprises' basis.



## **IDEAL PERSON SPECIFICATION**

Teacher registration is essential. It is the responsibility of the staff member to maintain their teacher registration.

### **Qualifications required:**

- A Degree in Teaching or Education and potentially be Postgraduate qualified.
- Relevant Masters and/or extensive and comparable relevant experience is desirable.

| <b>Essential Knowledge, Skills and Experience</b>   |
|---|
| • Experience leading and managing teams   |
| • Experience managing projects  |
| • ECE or Primary teaching qualifications and/or relevant experience   |
| • Knowledge of, and commitment to Te Tiriti o Waitangi  |
| • Successfully support a bicultural kaupapa   |
| • Ability to develop strong and effective working relationships   |
| • Team worker – able to work collaboratively with the Te Rito Maioha whānau                                       |
| • Experienced at performance management and conflict resolution   |
| • Excellent interpersonal skills  |
| • Ability to manage multiple priorities simultaneously  |
| • Ability to work to deadlines and under pressure   |
| • Time management and organisational skills   |
| • Ability to respect and maintain confidentiality   |
| • Attention to detail   |
| • Demonstrates initiative and ability to work with minimum supervision  |
| • Excellent written, report writing and numerical skills  |
| • Innovative with the ability to think outside the square   |
| • Logical and practical   |
| • Results focused with a desire to produce high quality work and outstanding service to key stakeholders          |
| • Self-motivated  |
| • Strong problem-solving skills with good judgement   |
| • Sound computer skills and proficiency in the Microsoft Office suite   |
| • Demonstrated expertise in learning management systems, database administration, and student management systems. |
| • An understanding of education delivery, frameworks and qualifications   |
| • A flexible approach to work is expected as some out-of-hours work and travel will be required.                  |
| • Ability to travel within Aotearoa New Zealand to fulfil the requirements of the position is essential           |



## Behavioural competencies – How we do things around here:

| Key Competencies                   | Description   |
|------------------------------------|---|
| <b>Leadership</b>                  | <ul style="list-style-type: none"> <li>Models exemplary management and leadership behaviours</li> <li>Creates a sense of vision, engages and motivates people to participate and make things happen</li> <li>Contributes beyond core functional areas to enhance the overall effectiveness of Te Rito Maioha</li> <li>Ensures consistency of alignment between teams and promotes solutions where there are legitimate differences</li> </ul> |
| <b>Relationship Management</b>     | <ul style="list-style-type: none"> <li>Displays strong interpersonal skills and the ability to relate well to people at all levels</li> <li>Proactively builds and maintains constructive working relationships with key internal and external stakeholders</li> <li>Works alongside others, sharing information, ideas, insights and expertise to ensure positive outcomes</li> </ul>  |
| <b>Communication</b>               | <ul style="list-style-type: none"> <li>Ensures that the appropriate people are consulted and kept informed and are supplied with relevant information in order to effectively carry out their jobs</li> <li>Written communication has clarity, fluency, impact and conciseness</li> </ul>   |
| <b>Teamwork</b>                    | <ul style="list-style-type: none"> <li>Makes a personal effort to be an active member of a team</li> <li>Works co-operatively with team members</li> <li>Informs other team members of relevant information and decisions which may impact on their work</li> </ul>   |
| <b>Information Management</b>      | <ul style="list-style-type: none"> <li>Demonstrates a strong eye for detail</li> <li>Thorough and analytical when approaching problem solving and testing activities.</li> </ul>  |
| <b>Results Orientation</b>         | <ul style="list-style-type: none"> <li>Plans and achieves required results without prompting</li> <li>Takes full responsibility for making things happen within own area of control or where parameters are clearly defined</li> <li>Uses time and resources effectively</li> </ul>   |
| <b>Work Management</b>             | <ul style="list-style-type: none"> <li>Works independently and with a high degree of initiative and self-motivation</li> <li>Effectively prioritises and manages own work</li> </ul>  |
| <b>Service Orientation</b>         | <ul style="list-style-type: none"> <li>Takes action in response to customer enquiries, requests or complaints</li> <li>Focuses on continuous improvement of the quality of services delivered</li> <li>Builds and maintains good customer relationships and ensures customer satisfaction</li> </ul>  |
| <b>Personal Development</b>        | <ul style="list-style-type: none"> <li>Takes responsibility for maintaining and improving appropriate knowledge and skills for the mutual benefit of the organisation and individual</li> <li>Demonstrates a commitment to the organisations bicultural kaupapa</li> </ul>  |
| <b>Te reo Māori me ōna tikanga</b> | <ul style="list-style-type: none"> <li>Takes responsibility to research own whakapapa, pepeha</li> <li>Actively advocates tikanga Māori practices and protocols</li> </ul>  |

### Change to Position Description

From time to time, it may be necessary to consider changes in the position description in response to the changing nature of our work environment– including technological requirements or statutory changes. This position description may be reviewed as part of the preparation for performance planning for the annual performance cycle or as required.