

TE WHAKAATURAKA MAHI / JOB DESCRIPTION

Position Title <i>Te tūraka mahi</i> : Teaching Assistant	Area <i>Te Tari</i> : Occupational Therapy (Work Augmented Learning)
Reports to (title) <i>Ka whakaratatia e</i> : Head of School: Occupational Therapy	SP10 placement : Non-Teaching Academic

Primary purpose *Te take matua*

To work in partnership with the organisation using a proactive approach, supporting and coaching in line with Otago Polytechnic's strategic pou, goals and objectives.

This position is a support role for kaimahi (staff) and ākonga (learners) in the Work Augmented Learning (WAL) delivery of the Bachelor of Occupational Therapy at our Bannockburn Central Campus and Te Tai Tokerau.

The Teaching Assistant will ensure a safe and flexible learning environment within the regional learning hub campus facilities and on occasion in the community. Through collaboration with Kaiako (Lecturer) who are either in the region or live streaming in from the Occupational Therapy School, the Teaching Assistant will support the delivery of content and facilitate learning activities in the classroom.

Key responsibilities/accountabilities *Ko ngā takohaka matua / ko kā kaweka matua*

In order of importance, state the major responsibilities / accountabilities of the position and what is achieved

Key responsibilities / accountabilities <i>Ko ngā takohaka matua / ko kā kaweka matua</i>	Outcome Kā hua
Support the retention and success of regional ākonga	<ul style="list-style-type: none"> • Assist ākonga with transition to blended learning • Continue whanaungatanga/relationship building/manaakitanga/safe learning environment. • Work with individuals and groups to develop self-management skills, learning and study skills. • Conduct workshops as required/negotiated. • Maintain overview of pastoral care for regional ākonga and manage critical issues of students in collaboration with student support services and subject lead teachers. <ul style="list-style-type: none"> ○ Ongoing programme advice to potential ākonga in the hub area.
Plan and deliver appropriate orientation for regional ākonga	<ul style="list-style-type: none"> • Participate in regional orientation timetable in conjunction with the WAL team • Attend whakatau and welcome new ākonga who will be participating in hubs • Support ākonga as they orientate to Otago Polytechnic systems, technologies and the overall programme structure. • Engage in ongoing whakawhanaungatanga/relationship building and manaakitanga to ensure key values underpinning the learning hub environment are lived and benefit ākonga.
Pastoral Support	<ul style="list-style-type: none"> • Ākonga to feel supported through the development and deployment of initiatives targeted to their specific needs.

	<ul style="list-style-type: none"> • Ensure ākonga are aware of support services available to them and know how to access them. • Ongoing monitoring of ākonga risk to ensure satisfactory engagement with learning, and referring to Otago Polytechnic pastoral and academic support services as required.
Promote access and provide facilitated support to regional ākonga within the learning hub	<ul style="list-style-type: none"> • Ensure processes are in place for after-hour access, where available, to minimise risk (Security, Health and Safety). • Inform ākonga of security and health & safety processes on campus. • Flexible access is supported where appropriate, and in conjunction with campus protocols.
Learning and Classroom Support with lead kaimahi in academic and administration processes	<ul style="list-style-type: none"> • Assist with development and maintenance of tikanga for the group, including incorporation of practices that nurture cultural safety for ākonga Māori. • Assist with creation of positive and supportive learning environments including small groups and 1:1 using effective strategies to support positive learner outcomes. • Monitor and record learner attendance and absences. Communicate to staff with actions taken and responses received. • Assist in the development of resources as appropriate • Apply effective communication skills in diverse learning situations • Provide support to ākonga and kaimahi during scheduled classes, including managing technology and setting up planned activities. • Facilitate learning activities developed by kaimahi as per the lesson plan • Provide cover for other support staff as available on a negotiated basis and undertake other duties requested by your manager that are a reasonable expectation of this position • Provide subject lead kaimahi feedback on ākonga engagement with blended learning resources and processes. • Responsibility for EBS /Attendance records of regional ākonga attending hubs in collaboration with subject lead kaimahi. • Invigilate tests (includes room set up) across pathway as required for regional ākonga. • Mark tests when negotiated and load results on EBS and provide other marking support as negotiated. • Distribute printed materials as required.
Work with Head of School and WAL Team Leader to enhance regional delivery	<ul style="list-style-type: none"> • Actively collaborate with other kaimahi to support successful regional campus delivery • Explores/participates in problem solving issues on the ground should they arise e.g. alternative classroom if required. • Actively contribute and relay regional context to kaimahi meetings. • Engage with ākonga as appropriate during non-teaching weeks to provide support and encouragement • Participate in marketing, selection, and recruitment processes e.g. <ul style="list-style-type: none"> ○ Attend community/iwi service provider meetings ○ Data entry as required / liaison with Registry as required. ○ Respond to regional enquiries about the programme. ○ Collaborate with marketing/ attend regional marketing/opportunistic events as possible
Observe principles and practices of Equal Employment Opportunity and Diversity	<ul style="list-style-type: none"> • Fair treatment in the workplace is delivered and observed

Fulfill Safety and Wellbeing responsibilities, accountabilities and authorities as outlined in Otago Polytechnic Safety and Wellbeing Policies	<ul style="list-style-type: none"> • Achievement of a healthy and safe work and learning environment • New and existing hazards will be pro-actively identified and managed • Incidents, accidents and occupational illnesses immediately reported • Safe work methods will be adhered to including the use of Personal Protective Equipment
Fulfill our individual and collective responsibilities, accountabilities and expectations as outlined in The Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021	<ul style="list-style-type: none"> • Uphold the responsibilities outlined in The Education (Pastoral Care of Tertiary and International Learners) Code of Practice, contributing to a safe, supportive environment that prioritises ākonga wellbeing and success. Participate in required training to confidently apply the Code within your role. • Integrate Te Tiriti o Waitangi principles and actively support equitable outcomes to create and support opportunities for ākonga voices to be heard, enabling responsive actions that meet ākonga needs and foster their achievement. • Awareness to attain OP as an inclusive environment for all cultures and languages.
Fulfill Information Management responsibilities, accountabilities and authorities as outlined in Otago Polytechnic Information Management Policy	<ul style="list-style-type: none"> • Create, maintain and store full and accurate records of activities, transactions, and decisions carried out in the course of daily business. • Records are to be disposed of only when legally authorised to do so, as per Disposal Authorities: DA424 and GDA 6 and 7 • Otago Polytechnic records are not to be created or maintained in any personal or private cloud storage services (e.g. DropBox)
Demonstrate organisation's values on a daily basis	<ul style="list-style-type: none"> • Alignment to organisation behaviours is adhered to ensuring consistency in approach and delivery of outcomes • Our values are consistently demonstrated.

Inherent Requirements:

Inherent requirements refer to your ability to:

- Perform the essential duties and functional requirements of the job
- Meet the productivity and quality requirements of the position
- Work effectively in the team or other type of work organisation concerned; and
- Do the job without undue risk to your own or others health, safety and welfare at work.

Key working relationships <i>Kā honoka mahi matua</i>	
Key working relationships <i>Kā honoka mahi matua</i>	Nature and purpose of contact <i>Te āhua me te take o te honoka</i>
Head of School	Formal Leader. Provide strategic and operation advice (both ways). Provide assistance and seek instruction on a wide range of matters.
School of Occupational Therapy	Collegial support and advice, work distribution, peer discussions in a high-performing team environment. Work in partnership with others.
Learner Services and Academic Registry	Work with programmes to help advance the priorities and aspirations all learners Provide advice and support. Seek feedback and input and provide information
External partners, including but not limited to industry, community and mana whenua	Work in partnership to understand needs and how we can meet these.
External stakeholders	Provide support, advice, guidance, information, communication and referrals.

Decision making authority <i>Kā rakatirataka whakatauka</i>	
Decisions expected <i>Kā whakatauka tūmanako</i>	Recommendations expected <i>Kā taunaki tūmanako</i>
Prioritisation of work load and portfolio to bring about maximum organization benefit	Priorities determined and appropriately acted on to enhance ākongā success
Approvals in accordance with the Delegations of Authority; sign off letter of appointment and variations as required.	Decisions and Expenses approved in line with budget and delegation in a timely and accurate manner. These are as per Otago Polytechnic policies as amended from time to time
Position dimensions <i>Kā āhuataka tūraka</i>	

List the relevant financial and staffing dimensions for which this position is accountable.

- **Sales/revenue:** Nil
- **Budget:** Nil
- **Number of employees reporting directly:** Nil

Selection Criteria – Knowledge & Skills *Whakariteka Kōwhiritaka - kā mātauraka me kā pūkeka*

Essential:

- Strong interpersonal communication abilities, alongside strong written and oral communication skills.
- Previous administration/support services experience
- Experience working in a co-operative team environment which is customer centred
- Demonstrable people coordination skills and ability to work with groups.
- Customer services experience
- Experienced and proficient user of MS products in particular Excel, and technology to enable kaimahi to stream into the hub.

Desirable:

- Knowledge of student learning platforms
- Knowledge of the tertiary sector and education
- Facilitation skills in both 1:1 and group settings

Selection Criteria – Education and Experience *Whakariteka Kōwhiritaka - kā kuraka me kā wheako*

Essential:

- A relevant tertiary qualification and/or experience

Desirable:

- Adult teaching qualification
- Relevant tertiary qualification Level 6 or above

Personal Attributes *Kā Āhuatanga Whaiaro*

- Be an effective Te Tiriti o Waitangi partner by supporting the values and tikaka of mana whenua throughout your mahi
- High level of professional and ethical conduct
- Excellent time management skills
- Initiative, enthusiasm and a positive attitude
- Proven ability to work under pressure.
- Flexible, responsive and customer orientated manner

This position description outlines the key accountabilities/ responsibilities and the selection criteria against which you will be assessed as suitable for the position. As such there will be specific job requirements that we refer to as Inherent Requirements.