

Student Services Coordinator

September 2020

Join our whānau working to ensure all young people in Aotearoa can realise their potential. Ko te piko o te māhuri, tērā te tupu o te rākau - the way the sapling is shaped determines how the tree grows.

About the role | Mō te tūranga

The new Student Services Coordinator will play an integral part in supporting participants on the Teach First NZ Programme. They will work to enrol our participants and support them to succeed in our Postgraduate Diploma in Secondary Teaching as well as serve as a key point of contact in our participants' community of care.

The Students Services Coordinator will support our Academic Quality Manager | Aka Tuawhiti to:

- Ensure our participants are aware of and encouraged to engage with our student services, using high quality communication in a variety of different media
- Enrol candidates in our qualification and courses
- Support participants to access and best use our student services
- Maintain relevant sections of our website and Learner Management System, Canvas
- Facilitate the creation and distribution of academic transcripts
- Manage any variations to enrolment, withdrawals, and re-enrolment
- Conduct our academic quality self-assessment and evaluation processes
- Verify qualifications
- Organise events for participants (most importantly the annual graduation), and
- Work to facilitate processes in line with our Student Support Services strategy

About you | Mōu

You will align with the kaupapa of Ako Mātātupu and our five values, which are at the heart of our work.

- Mana Tangata (our living commitment to tangata whenua and Te Ao Māori)
- *Teu Le Vā* (the relational spaces between all people, specifically in the sharing of story and building relationships)
- Serving Community
- Brave Thinking
- Practising Excellence

<p>Mana Tangata and Teu Le Vā</p>	<ul style="list-style-type: none"> - Understanding of and empathy for the experience of working to address inequality - Understanding of and empathy for the work of our participants in schools - Aroha for our young people and their communities - Awareness of Te Whare Tapa Wha and Fono Fale models for hauora - An understanding and empathetic approach to a Postgraduate student journey
-----------------------------------	--

<p>Serving Community</p>	<ul style="list-style-type: none"> - Strong commitment to our kaupapa and alignment with the vision of our organisation - Cultural understanding of Māori and Pasifika communities
--------------------------	--

<p>Practising Excellence and Brave Thinking</p>	<ul style="list-style-type: none"> - Experience of working in education, community development, youth development, or a similar sector - Strong organisation skills, strategic thinking, and excellent communication - Adeptness at managing time effectively - Commitment to excellence in all that you do - A focus on relationships - Willingness to throw yourself into a broad range of tasks and areas of our work as needed - Compassion and care, with the capacity to find the joy in systems and processes
---	---



About Ako Mātātupu | Mō Ako Mātātupu

Our mission is to address the systemic causes of educational inequality in order to achieve the vision of an Aotearoa in which all children have what they need to fulfil their potential.

We do this by supporting outstanding people to grow as teachers and education leaders, so they can make a difference for young people in the classroom, school, community, and at a systemic level. During our two-year, employment-based, teaching and education leadership experience our participants work in a school serving a low-income community while completing a Postgraduate Diploma in Secondary Teaching. Our theory of change is that these Participants will not only be equipped as excellent teachers, but beyond the two-year programme will go on to disrupt inequities throughout their lives as Kairapu (alumni).

Ako Mātātupu: Teach First NZ is an independent charitable trust (Reg. no. CC46327) and registered as a Tertiary Education Organisation (TEO) with Private Training Establishment (PTE) status (Reg. no. 6668).

How to apply | Me pēhea te tono

Sound like you? When you're ready, please send a CV and short cover letter to seira@teachfirstnz.org. Please keep your CV and cover letter to one A4 page each.

To be eligible for this role, you must have the right to work in Aotearoa New Zealand. Please indicate this on your application.

Applications close: Monday 28th September

Start date: Negotiable between mid-October and mid-November

Remuneration scale: \$46,000 to \$60,000

For more information: seira@teachfirstnz.org

www.teachfirstnz.org

