**ASSISTANT KAIĀRAHI JOB DESCRIPTION**

**Wā Ora Montessori School Mission**

*To provide and promote an education, inspired by the Montessori philosophy, which nurtures in the child a life-long love of learning through self-discovery.*

The Montessori philosophy underpins every decision we make and every action we carry out. Integral to that philosophy is respect for ākonga—for the self-construction they are undergoing and the contribution they have to make to our community. We are working in partnership with ākonga and their whānau to create a community where they are welcome, accepted and can contribute to the learning community of Wā Ora Montessori School.

**Responsible To: Lead Kaiārahi, Deputy Principal Primary, Principal**

**Responsible For: Ākonga in the class**

**TANGATA WHENUATANGA**

**I will help create an environment where:**

* The Montessori philosophy, tikanga and protocols of Wā Ora are consistently upheld.
* Everyone feels comfortable sharing their own story, including myself.

**WĀNANGA**

**As an Assistant Kaiārahi I will:**

* Act in accordance with the *Communication Procedure*.
* Work in partnership with colleagues, whānau and communities through school activities, including celebrations which may be religious or cultural, depending on the time of year. These events can occur outside of school hours e.g. Peace Day, Matariki, End of Year Concert, etc.

**WHANAUNGATANGA**

**As an Assistant Kaiārahi I will:**

* Actively build and maintain respectful, authentic working relationships with ākonga, whānau and colleagues.
* Be welcoming to ākonga, whānau and colleagues.
* Play an active part in the wider school community if required.

**MANAAKITANGA**

**As an Assistant Kaiārahi I will help create an environment where:**

* *Grace and Courtesy* is modelled in a culturally respectful way.
* Ākonga know they are respected and cared for in a positive, safe, caring Montessori environment.
* The values and culture of Māori ākonga are acknowledged.
* Correct pronunciation of te reo Māori is used at all times.

**AKO**

**As an Assistant Kaiārahi I will help:**

* Instill in ākonga the belief that they are confident, competent learners capable of achieving highly.
* Assist Lead Kaiārahi as requested with learning.
* Help Lead Kaiārahi maintain a prepared environment.

**Qualifications required for this position:**

* Current NZQA First Aid qualification.

Staff employed by Wā Ora are expected to uphold the highest standards of personal behaviour and adhere to school policies and procedures.

We encourage high levels of involvement and self-motivation in our school community. To achieve this, Wā Ora Montessori School expects Assistant Kaiārahi to strengthen the performance of all ākonga at Wā Ora Montessori School. There is an expectation that sometimes this will demonstrate attributes and qualities not apparent in this Job Description, but will be supported and acknowledged through the Wā Ora appraisal processes.

**This job description is confirmed:**

I have read this job description and understand what is required for this position.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *Assistant Kaiārahi Wā Ora Montessori Scho**ol*

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *Ava Szabo (Principal Wā Ora Montessori School)*