



Our mission is, 'lifelong learning that is accessible to all'. The beliefs which underpin our mission are that education should be available to all and that we should do our utmost to create opportunities for lifelong access to secondary learning for adolescent and adult students.

After 3 Tutor	
Primary Goal	To be an enthusiastic, effective classroom tutor and a positive member of the designated curriculum area[s] who actively contributes to the strategic direction of Te Puna Wai o Waipapa - Hagley College
Responsible to	Board of Trustees, Principal, After 3 Manager
Relationship with	All Teaching Staff / Senior Leadership Team / Year Advisors / Guidance Staff / Support Staff
Tenure	Part-time, fixed term position – term time only

All tutors at Te Puna Wai o Waipapa - Hagley College work as part of a team to uphold our school values of: Whakamarumarū (Responsibility), Whakawhirinaki (Trust), Mana (Respect), Tika (Integrity).

Key roles for tutors at Te Puna Wai o Waipapa - Hagley College:

- Actively support and encourage the mission and values of Te Puna Wai o Waipapa - Hagley College.
- Enacts a commitment to Aotearoa context/ equitable treaty partnership (Jasmine to sort)
- Implements a range of culturally responsive pedagogies and monitors efficacy of teaching and learning practice.
- Demonstrates an awareness of, and commitment to further developing, cultural competency including te reo Māori me ōna tikanga.
- Be a positive, enthusiastic tutor who establishes high expectations and positive relationships with all students.
- Have high expectations of behaviour and respect with all students.
- Understand the learning progressions required to teach the XXX curriculum effectively.
- Actively foster and promote students' agency in their learning.
- Use a range of differentiated teaching techniques to engage learners.
- Work with students to develop their transferrable skills.
- Collaborate with other learning areas to provide deep student learning.

- Create varied and meaningful assessment opportunities which will provide students with feedback or feedforward.
- Maintain high standards of fair and equitable assessment practices.
- Communicate regularly with whānau / caregivers.
- Be an active member of the school, participating collaboratively in department and staff meetings, duty, and helping with co-curricular events.
- Set professional goals and participate in the Te Puna Wai o Waipapa - Hagley College Professional Growth Cycle. Each Kaiako is expected to adhere to “The Code of Professional Responsibility and Standards for the teaching Profession” (see below).

Key Roles:

(This list should be viewed as a general guide and may be subject to change)

1. Learning programme

1. being a positive, enthusiastic teacher, establishing high expectations for all students and motivating students to improve their ability in the subject area.
2. developing and delivering a programme which provides appropriate pathways to further learning.
3. developing an appropriate course outline which includes details of learning pathways and course outcomes.
4. attending After Three professional learning workshops and participating in the professional learning programme, including the completion of an inquiry project.
5. being aware of and implementing appropriate aspects of the Te Puna Wai o Waipapa - Hagley College Good Practice Teaching Model.
6. participating in the After 3 appraisal process.

2. Professional Relationships, Leadership and Communications

1. maintaining effective working relationships with senior management, the Learning Communities Director, After 3 administration staff, appropriate heads of learning areas.
2. working effectively within the bicultural context of Aotearoa New Zealand, demonstrating respect for its languages, heritages and cultures.
3. being available to staff for consultation.
4. maintaining appropriate health and safety procedures.

3. Student and Pastoral Care

1. promoting the personal and educational welfare of students.
2. monitoring student learning and development.
3. maintaining accurate attendance records and keeping students engaged in the programme, including following up student non-attendance.
4. providing pastoral and tutorial support for students.

4 Programme Expectations and Teaching Services

The 2023 After 3 teaching year: 36 weeks total:

- **Term 1:** classes start Tuesday 7 February – Thursday 6 [9 weeks]
- **Term 2:** 26 April – 29 June [10 weeks]
- **Term 3:** 17 July – 21 September [10 weeks]
- **Term 4:** 9 October – 23 November [7 weeks]

1. **Terms of employment:** Employment in the After 3 programme is confirmed once there are sufficient enrolments in a course. After 3 courses and teachers are confirmed on an annual basis. Employment is fixed term for the current year only and subject to sufficient enrolment numbers and sustainable numbers being retained.
2. **Programme development:** The teacher develops a year- long programme suitable for the wide range of students enrolled in their course to build their skills to pathway into further learning. The teacher should structure their programme to accommodate new students joining the class.
3. **Programme structure:** The After 3 programme is centred around keeping students enjoying, engaged in attending class.

The hour tutorial time per week [usually structured as 30 minutes before full class teaching and 30 minutes after] is therefore critical to support individual learning and engagement. In tutorial time, the teacher is available for students.

- Throughout the year, the teacher makes clear to students that **tutorial time is available and how students might benefit from it.**
- The teacher is available to work with individual students which might also include **catching up students new to the class** on earlier work.

- At the conclusion of the two hour whole class teaching block, the teacher is again available for individual tuition as well as for **pastoral and mentorship roles**. This includes phone or personal contact with students to ensure their continuing engagement with the programme, following up on non-attendance, encouragement and support for students to ensure they are enjoying and learning, as well as checking that they are appropriately placed in the programme. Tutorial time includes completing **administration tasks** including rolls and student surveys.

Teachers can opt to teach an **extension hour**. This consists of additional student and teacher contact time which can be delivered flexibly across the year, for example via weekend or holiday workshops or other class events on top of the weekly three hour programme.

4. **Full year course:** teaching the class for the full 36 week programme. It is clear that students in Te Puna Wai o Waipapa - Hagley College programmes build strong relationships with a single teacher across the year. The expectations are that the teacher:

- welcomes and inducts students into the class at the beginning of the year and maintain strong pastoral links with their students
- ensures that:
 - a sequential structured programme is developed
 - student learning and progress is monitored.

5. **Teacher's hours across a 36 week teaching year:**

- Three hours total per week x 36 weeks: **108 hours**
- or
- Four hours per week. This includes the above, plus an extension hour of face to face teaching. Four hours total per week x 36 weeks: **144 hours**

Plus:

- **20 hour professional learning component.** All teachers at Te Puna Wai o Waipapa - Hagley College both in the 'Before 3' and 'After 3' programmes are required to meet the requirements of the Education Council New Zealand, Practising Teacher Criteria. The After 3 professional learning programme is a critical part of this process, undertaking professional learning in inquiry, adult learning, embedded literacy, and other appropriate professional learning and appraisal that provides evidence towards the PTC.

This includes:

- nine one hour meetings scheduled across the year from 4 – 5 pm on Wednesdays
- appraisal meetings and documenting your professional growth cycle, which are appraisal requirements.

The 2023 meeting dates will be confirmed at the beginning of 2023. The first meeting for all After 3 teachers will be advised.

Attendance at all nine meetings is a requirement of accepting an After 3 position.

In 2023, teachers should note that if a teacher offers more than one After 3 class, only one professional learning allowance is paid. This recognises that the requirements of the 20 hour allowance are linked to the teacher, not to the number of classes taught.

The pay rate for After 3 teaching is broken down as follows: \$38.89 per hour, plus holiday pay at 8% [\$3.11] of your hourly rate. Note that the 8% is paid at the end of the year.

- Teach the After 3 class as per timetable
- Reports on the students' progress through the Te Puna Wai o Waipapa - Hagley College College reporting system
- Meets with parents of students to communicate face-to-face the students' progress
- Prepares students for assessment under NCEA as required
- Moderates student work with other teachers nationally and locally
- Manages classroom activities in a positive and motivating manner
- Directs, resources and manages the college exhibitions in conjunction with other staff
- Inspires other Te Puna Wai o Waipapa - Hagley College College (and new) students to enrol in classes through exhibitions
- Prepares students to staircase into ARA courses and other tertiary courses
- Meets regularly with the After 3 Manager to feedback on student progress and opportunities

Professional Development and Review

Set professional goals and participate in the Te Puna Wai o Waipapa - Hagley College Professional Growth Cycle. Each Kaiako is expected to adhere to "The Code of Professional Responsibility and Standards for the teaching Profession"