



JOB DESCRIPTION

POSITION:	Kiwi Can Leader- Casual Reliever
REPORTING TO:	Kiwi Can Coordinator
EMPLOYMENT STATUS:	Casual

BACKGROUND Graeme Dingle Foundation and Kiwi Can

The Graeme Dingle Foundation is a leader in the field of Child/Youth Development in New Zealand. Founded in 1995, formally known Foundation for Youth Development (FYD) provides young people with the opportunity to build self-confidence and learn valuable life skills by participating in a number of unique developmental programmes, i.e. Project K, Stars, Kiwi Can and MYND.

Kiwi Can provides Year 1-8 students with the opportunity to build self-confidence and learn valuable life skills by participating in a unique developmental programme. It was founded in the late 1990's and is run in primary & intermediate schools across New Zealand.

Kiwi Can is delivered under licence by the Graeme Dingle Foundation. The Graeme Dingle Foundation National Support Office (NSO) supports Kiwi Can Licensees through: quality assurance, moderation, evaluation, training, programme development and national networking and funding.

PURPOSE OF THE ROLE

To deliver Kiwi Can Programmes at Coromandel Area School, Colville School & at Thames South School ensuring high quality outcomes.

KEY RELATIONSHIPS

Internal

- Kiwi Can Coordinator, the Executive Trustee of the Coromandel Independent Living Trust and other Kiwi Can team members

External

- Students, teaching staff, parents & caregivers at Kiwi Can schools
- Members of the public, where appropriate

RESPONSIBILITIES

1. Programme Delivery

- Prepare for and deliver high quality lessons that take into account different ages, backgrounds and learning styles of children
- Liaise with other members of the team

2. School Liaison

- Assist with the integration of Kiwi Can into the school curriculum, including providing support to schools in the playground before school, at interval and through part of the lunch period; and at other times as requested.

3. Administration & Communication

- Meet Kiwi Can administrative requirements including maintaining accurate and up-to-date records, as required by Kiwi Can
- Liaise with the local Kiwi Can Coordinator over matters affecting the running of the programme
- Attend and contribute to team meetings, if asked.

4. Professional Development

- Undertake professional development, if required
- Actively seek opportunities for improvement by gaining feedback from other leaders, teaching staff and Kiwi Can team members

5. Other

- To assist with other duties as may be reasonably requested

KPI's

- Positive feedback is received from Kiwi Can schools, Kiwi Can Leaders and Coordinator, and staff members of CILT.
- Achieves positive feedback through regular classroom observations
- Demonstrates positive role-modelling of Kiwi Can values (i.e. nil complaints from stakeholders)

PERSON SPECIFICATION

Experience and Qualifications

- Previous experience and/or knowledge of health education, physical education or child-based learning environments would be helpful, but not essential
- Ability in other areas such as sport, music, art or drama would also be an advantage.
- Own reliable transport and a current, clean driving licence are required

Personal Attributes

- A passion for making a difference to young peoples' lives
- Demonstrates and role-models the values of the Kiwi Can programme

- Excellent interpersonal skills with both children and adults
- Awareness and appreciation of cultural diversity
- A 'can do' attitude and open to change
- Strong team working skills
- Reasonable level of fitness

Competencies

Specialist Knowledge: Demonstrates good level of technical knowledge in all areas of programme delivery

Relationship Management: Maintains key school/community relationships.

Self Development: Demonstrates a pro-active approach to own learning and shows evidence of a belief in continual improvement.

Communication: Demonstrates effective oral and written communication skills.

Personal Effectiveness: Demonstrates personal effectiveness in terms of work attitude, style and approach.

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Signed

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Date