



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

COROMANDEL INDEPENDENT LIVING TRUST

Thank you for your expression of interest in our **Kiwi Can Reliever** position.

Please fill in and return the following application form.

Please note that the successful candidate will undergo a police check, as part of our standard employment policy.

Position Title:

Applicant Name:

Address:

Telephone / Fax:

e-mail:

1. Could you please furnish us with a C. V., listing:

- Work history
- Training / qualifications
- Current driver's license/s
- References (Note: Please DO NOT include originals- copies only).

2. Please List Three Referees:

	1	2	3
Name:			
Address:			
Ph. No:			

3. Please state below why you would like this position:

4. Please state why you think you would be ideal for the position:

5. Do you have any further information you would like to add at this stage:

6. **Disclosure Consent**

Under CILT's Employment Policy, the following apply:

- Unless there are exceptional circumstances, no person with a conviction for sexual or violent crimes, is employed; or engaged as a volunteer or Trustee.
- Unless there are exceptional circumstances, no person with a conviction for dishonesty (including fraud), will be involved with the finances of CILT.
- All trustees, staff and volunteers are required to undergo a police check before appointment is confirmed. A further police check is required every two years.
- Although an employee/volunteer may begin duties, appointment is not confirmed until the outcome of the police check is ascertained.

- i. I am / am not prepared to declare any conviction. (delete one option)
- ii. If I am successful in my application, I am / am not prepared to undergo a police check as required by CILT's Employment Policy. (delete one option)
- iii. I do / do not give permission for CILT to make inquiries of others, including my referees, in order to assess my suitability for appointment for this position. (delete one option)

Signature.....

Date

You can ask to be informed of the people we contact.

Please note, if you are unsuccessful, your C.V. will only be returned if you provide a stamped, self addressed envelope. Otherwise they are shredded. If you are successful, your C.V. will be kept on file in our office.