



## APPLICATION PACK

### Alternative Education (AE) Coordinator

*Whakatāne-based, Full-time (32 hours), Flexible team-based schedule*

#### Ngā mahi ahurei | About us

Eastbay REAP is a lifelong learning and community development organisation on a mission to enhance, promote, and provide learning opportunities for everyone! We're looking for someone who believes in the right to education for all and that learning can change someone's life for the better.

We are passionate about strengthening and growing communities through education, committed to the principles of kāwanatanga, manaakitanga and rangatiratanga (governance, hospitality and integrity). Collaboration, equity and environmental responsibility underpin our practices.

You can find out more about us at [www.eastbayreap.org.nz](http://www.eastbayreap.org.nz).

---

#### Mō tēnei tūrangi mahi | About this role

Eastbay REAP is excited to find a contextual learning guru to lead our Alternative Education programme in Whakatāne. This role will support a teaching team to engage with rangatahi and their whānau to remove barriers to learning. Shaping individual learning plans, experiences outside the classroom, and setting achievable goals are all core to the role.

You'll help to facilitate learning pathways and success for youth (aged 13 to 15) of all backgrounds – with a focus on making education relevant and meaningful. You'll need to bring: experience taking the lead with youth education experiences and pathways; confidence to guide and mentor teaching and support staff; and collaborative skills to work with referring schools, families, and partners so that the weekly activities for ākonga achieve results.

#### Ngā pūkenga me ngā wheako | Skills and experience

We're keen to see someone who is values-driven and flexible – a passionate lead facilitator who understands the importance of re-engaging our youth back into education. As a lifelong learning organisation, we're keen to see candidates who are team players and bring a range of skills. Don't worry if you don't tick all the boxes – **apply anyway!**

#### Tono ināianei | Apply now

Apply by submitting your *CV and cover letter* to our Schools Sector Lead, Courtney Andrews via email at [courtney@eastbayreap.org.nz](mailto:courtney@eastbayreap.org.nz). Your CV and cover letter are an important part of your application, so please ensure you highlight why you applied for this role, what you would bring, and why you would be our best candidate.

You are welcome to come in or phone us for a chat kanohi-ki-te-kanohi (face-to-face) to get to know a bit more about the role before you apply. Please contact Courtney at Eastbay REAP – He Poutoko Mātauranga | REAP House, 21 Pyne Street, Whakatāne – e-mail her on [courtney@eastbayreap.org.nz](mailto:courtney@eastbayreap.org.nz) or phone 027 453 3229 to get in touch.

#### Rā katinga | Applications close:

Applications will remain open until the position is filled. Candidates can expect a response to their application within one week of submission. Interviews will be organised as required, please be sure referees are listed in your CV.

**Please note:** Police vetting, referee, qualification and employment history checks are part of our employment process.



## Position Description

# Alternative Education (AE) Coordinator

Version 20 June 2023

---

<b>Reports to:</b>	Schools Sector Lead
<b>Hours of work:</b>	Full-time 32 hours per week, Flexible team-based schedule
<b>Location of work:</b>	He Poutoko Mātauranga, Eastbay REAP Whakatāne

---

### Organisational Purpose – Who We Are:

There are 13 REAPs across rural Aotearoa, who exist to develop rural communities through lifelong education:

**Our 'Why':** We exist because rural communities have the right to quality education that fulfils their aspirations.

**Our 'How':** We use local knowledge and relationships to connect, develop, and empower people.

**Our 'What':** We deliver lifelong learning activities that are responsive, contextual, and collaborative.

### Organisational Expectations – How We Work:

We believe strongly in the notion of kotahitanga (unity), where we all act according to Eastbay REAP values:

**Connection – Learning – Empowerment – Quality – Flexibility**

All staff are expected to exhibit behaviour that lifts the mana of Eastbay REAP, its kaupapa, and our learners.

---

### Position Purpose – Why the Role Exists:

To manage the Alternative Education contract, tutors, and deliverables, ensuring activities improve engagement, attendance, personal/life skills, and learner success for ākonga before transitioning them back to school.

### Position Specifications – What You'll Bring:

- Qualifications related to teaching or education preferred, but not essential.
- Experience building relationships with ākonga (students) and their whānau (families).
- Ability to engage with students both in the classroom and outdoor/contextual learning environments.
- Proven ability to develop and action pathway plans for students around set goals.
- Successful background in programme development and resource management (including budgets).
- Experience managing staff and/or providing guidance or mentorship around teaching/learning practice.
- Experience working with partner organisations, services, and/or employers to suit ākonga needs.
- Ability to identify opportunities and solutions in a team/collaborative environment.
- Proven ability to respond to complex learning needs appropriately (including de-escalation).
- Experience with keeping accurate and confidential records, both hardcopy and electronic.
- Experience meeting quality standards of services, including health and safety and wellbeing requirements.
- Highly competent with computer skills (e.g. Microsoft Suite, especially Word and Excel) for reporting.
- Proven to be able to handle learner and family information confidentially, in line with legal requirements.
- Willingness to work hard at being part of our bicultural organisation, e.g. learning about tikanga / Te Reo.
- Ability to recognise and adapt to the cultural context of our staff and learners.
- Pronunciation skills in Te Reo, particularly around Māori names and place names is important.
- Awareness and appreciation of Te Tiriti o Waitangi and its relevance to our organisation.
- Ability to operate openly and honestly as a selfless contributor to our team and kaupapa.
- Collaborative and flexible mindset, able to step in and support learners and the team any time



### Position Task Areas – What You'll Do:

1. Oversee meaningful relationships with AE students, their whānau, schools staff, and partners for the AE team.
2. Plan, deliver, evaluate, and report on responsive and contextual (cultural, digital, outdoor) learning activities.
3. Ensure collaborative and safe sites, as well as student transport to attend AE/planned activities.
4. Contribute to a cohesive team environment, ensuring effective services for our learners and whānau.

Specific responsibilities and expectations around these key task areas are outlined below:

Key Task Area	Responsibilities & Expectations
1. Relationships & Additional Support	<ul style="list-style-type: none"> <li>- Ensure effective relationships with enrolled AE students and their families</li> <li>- Oversee process with enrolling school staff around enrolment and transition</li> <li>- Organise student verification process to inform Individual Learning Plan (ILP)</li> <li>- Advocate and ensure appropriate pastoral care and safety for AE students</li> <li>- Attend student support meetings and whanau visits as required to progress ILP</li> <li>- Collaborate with agencies/partners, adding appropriate services to ILP activities</li> <li>- Liaise with Te Kura Correspondence School to enrol appropriate AE students</li> <li>- Make internal referrals to relevant Eastbay REAP services as required (e.g. literacy)</li> </ul>
2. Programme Management & Reporting	<ul style="list-style-type: none"> <li>- Develop an ILP for each student within 10 days of enrolment, stored electronically</li> <li>- Co-create with the AE team a termly plan of contextual learning activities</li> <li>- Organise targeted learning activities that progress ILP goals for AE students</li> <li>- Guide the AE team to provide wraparound/pastoral support for AE students</li> <li>- Engage partners for supplemental activities (e.g. sexual health, mau rakau, digital)</li> <li>- Daily attendance registers complete, noting absences and notes for partner schools</li> <li>- Weekly ILP updates record student engagement and progress against set goals</li> <li>- Ongoing pastoral issues noted in student files, including dates of whanau visits</li> <li>- Undertake weekly programme review to ensure learner feedback informs practice</li> <li>- Regular change stories collected for reporting, with photos stored on SmugMug</li> <li>- Ensure reporting completed as required to fulfil MOE and school requirements</li> </ul>
3. Site Management, Transport & Safety	<ul style="list-style-type: none"> <li>- Ensure AE site is well managed, with spaces suited to planned activities</li> <li>- Tutors have activity plans, communication protocols, and resources to be effective</li> <li>- Plan and deliver regular pedagogical leadership/tutor professional development</li> <li>- Required AE resources purchased in line with AE budget and financial processes</li> <li>- Ensure Health &amp; Safety plan in place for any planned activities on site</li> <li>- Risk assessment (RAMS) forms completed prior to any offsite activities delivered</li> <li>- Daily transport of students organised and provided to get students to/from AE site</li> <li>- Incident reports completed the day of any event, both on and offsite</li> <li><i>NB: Should include date, time, parties involved, actions, and future responses</i></li> <li>- Behaviour management processes revisited regularly as part of safety reviews</li> </ul>
4. Eastbay REAP Team	<ul style="list-style-type: none"> <li>- Contributions to learners, the wider team and kaupapa are exhibited daily</li> <li>- Personal responsibility is taken to ensure open and honest communication</li> <li>- Colleagues collaboratively supported within their areas of work</li> <li>- All REAP Policies and Procedures are adhered to and followed</li> <li>- Relevant Te Reo and tikanga Māori exhibited in day-to-day activity</li> <li>- Professional development undertaken as negotiated with management</li> <li>- Assigned ICT for your role is updated and maintained appropriately</li> <li>- Work files are well organised and accessible to team members</li> <li>- Other duties completed as agreed by colleagues/assigned by management</li> </ul>