



InsideOUT's Vision and Mission

Our Vision:

All rainbow young people in Aotearoa New Zealand have a sense of belonging and safety in their schools and communities.

Our Mission:

To work with youth, whānau, schools, community groups, youth services, government agencies and other relevant organisations to provide safer schools and communities for rainbow young people.

To foster the building and provision of resources, education, information, hui and relevant tools which work to improve the health, wellbeing and safety of rainbow young people.

Position	Kaitautoko Takatāpui Kura Kaupapa
Reports to	Managing Director, InsideOUT Board
Location	Flexible
Job Objective	As InsideOUT's Kaitautoko Takatāpui Kura Kaupapa you will have responsibility for providing support and resources for Kura Kaupapa Māori; Māori-medium schools; and Mainstream schools.

Essential Job Results

Kura Kaupapa Coordination

- Liaise with staff and students within Kura Kaupapa Māori; Māori Medium schools; and mainstream schools nationally to support them to make their kura safer for rangatahi takatāpui.

POSITION DESCRIPTION: Kaitautoko Takatāpui Kura Kaupapa

- Develop and deliver professional development workshops to staff in kura to support them to create a more takatāpui inclusive environment.
- Provide support over phone, e-mail and in-person as required to staff and students wanting support to make changes to make their kura safer for rangatahi takatāpui.
- Develop and distribute resources in te reo Māori to support other kura to make their schools inclusive for rangatahi takatāpui.
- Be part of a team supporting InsideOUT's work with schools across Aotearoa, through things such as providing feedback on resources, contributing to or promoting campaigns such as Schools Pride Week.

Reporting

- Communicate details of all coordination to the Managing Director
- Communicate with Kaihāpai Takatāpui to maintain ongoing support from them within the role
- Maintain our schools tracker database with information about all interactions with kura
- Keep a running timesheet of hours and make this available to the Managing Director

Availability

- Due to the part time nature of the role, it will not be possible for the employee to always be available during standard working hours. It is expected that any message sent to the contractor (including phone messages, text messages and emails) will be responded to within a week.
- An exception to the above may occur immediately prior to key milestones, where additional communication will be required. This will be discussed by the contractor and relevant parties on a case by case basis.