

Hātepe Kaimahi

Poipoi – Kauawhi – Tāuteute – Pūnaha Auaha – Ārahi
Nurture – Include – Engage – Innovate – Lead

What guides us

Living Te Tiriti o Waitangi
Ensuring ākongā are at the centre of everything we do
Delivering high-quality, future-focused teaching and learning

HUINGA AKO

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Owner	: DCE Curriculum
Who are these procedures for	: Kaimahi involved in design and delivery of Huinga Ako

These procedures support the [Curriculum Delivery Governance Policy](#) approved by the Board of Trustees on 9 August 2023.

Scope

These Hātepe Kaimahi support Te Kura's commitment to offering quality Huinga Ako by outlining expected elements of this Te Ara Pounamu context for learning, alongside guidance which contributes to ensuring safe and effective learning environments. It includes the purpose of Huinga Ako, design and delivery, expectations regarding establishment, venues, wellbeing and Aromatawai (Assessment). It does not include procurement of venues, planning huinga ako sessions nor activities which occur outside of agreed Huinga Ako locations.

Purpose

Huinga Ako is one of the five Ara Ako (Contexts for Learning) within Te Ara Pounamu, Te Kura's local curriculum. A Huinga Ako is an in-person gathering of a rōpū manaaki with their kaimanaaki for the purpose of learning experiences that reflect Te Ara Pounamu. It refers to a place for ākongā to gather face to face¹ and share the same environment for the purpose of learning. The nature of ako is that it is reciprocal; in a learner centred environment ako positions the kaimanaaki as a guide who learns and grows along with ākongā.

Huinga Ako are focused on the following:

- Foster a strong sense of belonging amongst ākongā, consider them and their needs 'one student at a time in a community of learners', and enhance their connection to the wider culture of our school
- Develop meaningful relationships for our learners with a 'significant adult' i.e., their kaimanaaki
- Nurture, improve learning and achievement through engaging ākongā in authentic personalised learning
- Facilitate a robust community of learning that nourishes identity, language and culture

This is achieved through:

- Providing opportunities for ākongā to learn through and about Te Ara Pounamu, including transferable learning to learn skills

- Providing opportunities for ākonga to learn about their own, others and community wellbeing
- Guiding ākonga through project-based learning opportunities
- Engaging ākonga with Leaving to Learn opportunities and hapori connections
- Learning with and from each other through opportunities to interact with diverse learners and perspectives

Te Tiriti o Waitangi and cultural inclusivity

Te Ara Pounamu, Te Kura’s local curriculum, is built from the recognition of our obligations to Te Tiriti o Waitangi. Expectations are interwoven throughout this document, but it is also recognised that Māori tikanga is adhered to and Te Ao Māori and mātauranga Māori are respected and incorporated. For broader cultural needs, cultural expectations and requirements are met in delivery and design including accessibility needs and accommodations.

Definitions and Translations

For further definitions of terms including Māori terminology and use please refer to [this link](#).

Ako: Reciprocal learning and teaching.

Aromatawai: Assessment for learning.

Hapori Ako: Hapori Ako refers to a community that supports the learning of ākonga.

Huinga Ako: An in-person gathering of a rōpū manaaki with their kaimanaaki for the purpose of learning experiences that reflect Te Ara Pounamu.

Kaiāwhina: Support person.

Kaimahi: Staff member.

Kaimanaaki: Refers to the ‘learning advisor’ role kaimahi play in providing pastoral care and guidance to members of their rōpū manaaki.

Ngā Tikanga o Te Ara Pounamu (Te Ara Pounamu Practices): is a term that captures the development of ways of thinking and being that support ākonga in their approach to, engagement with, and reflection on, learning.

My Korowai: is the online platform where ākonga build and reflect on their personalised learning plans in consultation with their kaimanaaki and hapori ako.

Personalised Learning Plan (PLP): Ākonga work with their kaimanaaki and hapori ako (learning community) to develop a personalised learning plan within My Korowai, which is based on ākonga passions, interests and learning goals.

Rōpū Manaaki: Group of ākonga with the same Kaimanaaki.

Showcase: Semi-formal opportunities for ākonga to share an exhibition of their learning to their hapori ako.

Te Ara Pounamu: Te Kura’s local curriculum which outlines key principles, knowledge concepts, practices and dispositions which support lifelong learning.

Te Ara Whakapuāwai: The My Te Kura course designed to support ākonga wellbeing and leaving to learn. It is a springboard for Huinga Ako learning through Te Ara Pounamu and can be accessed by both kaimahi and ākonga for this purpose.

Tūhura (EXPLore): EXPLore is a My Te Kura course designed to scaffold their ākonga in their project-based learning.

Procedures/Process

Design and Delivery

The design and delivery of our Huinga Ako learning experiences and include intentional learning experiences that build ākonga knowledge in relation to principles, concepts and practices of Te Ara Pounamu.

- We meaningfully interweave te reo Māori and tikanga Māori into our Huinga Ako design and delivery.

- We provide face to face Huinga Ako as a preference, scheduled in response to ākonga need and demographics, kaimahi capacity and regional resourcing.
- We provide virtual Huinga Ako where Regional/National Managers determine that conditions don't allow a face to face gathering, using tools made available by Te Kura, such as My Te Kura and Microsoft Teams.
- Kaimahi ensure that there is a clear understanding of the needs of new ākonga coming into Huinga Ako hapori. Induction conversations prior to first attendance are deemed best practice.
- We mahi tahi respectfully with our colleagues to provide the best possible Huinga Ako learning experiences for ākonga.
- Registered kaiako can hold Huinga Ako alone, much as they might teach alone in a classroom. Kaiāwhina should not hold Huinga Ako alone without a registered kaiako present.

For specific guidance to support running a Huinga Ako, please refer to the Huinga Ako Guidelines at [this link](#).

Aromatawai (Assessment for Learning)

It is the process of kaimahi recognising and celebrating engagement, progression and development and includes continuous feedback and reporting. Feedback on Huinga Ako is done through My Korowai dropboxes, against Ngā Mātāpono.

- We provide specific ongoing continuous feedback to ākonga and whānau on engagement, progress, strengths and next steps for learning, reflecting our commitment to Te Ara Pounamu.
- We encourage ākonga to reflect on their Personalised Learning Plans, goals, strengths, strategies, engagement and progress, by having regular learning conversations and utilising My Korowai.
- We share in the celebration of ākonga learning by providing opportunities for Showcase each term.

Establishing Huinga Ako

Huinga Ako are established at a team level. A proposal (formal or informal) can be made to the Regional/National Manager. Each Manager facilitates the establishment and management of current and new Huinga Ako needs within their area/cohort. If a proposal to establish a new Huinga Ako is approved the process below must be completed.

Setting Up Huinga Ako Venues

Regional/National Managers lead the decision-making process on where a Huinga Ako should be set up according to ākonga numbers and needs. Regional/National Managers and their delegates must work with the Facilities team to secure appropriate venues.

Some office locations have lease arrangements which permit Huinga Ako to be on site, and some do not. These lease arrangements must be adhered to. Guidance from Facilities is to be followed in all cases.

1. Request/Need identified for Huinga Ako.
2. Proposal approved by Regional/National Manager.
3. Identification of a possible venue location which meet Te Kura venue criteria.
4. Regional/National Managers email facilities.helpdesk@tekura.school.nz with their request.
5. Facilities scope venue to ensure fit for purpose and complies with seismic requirements.
6. Regional/National Manager or their delegate/s complete safety checks and procedures prior to venue procurement with Team Leaders and Facilities team.
7. Subject to sign-off by Facilities, contract documents will be drawn up by the Procurement Team prior to the venue being utilised.

8. Only in exceptional circumstances will a venue be utilised where it did not meet seismic requirements. In such circumstances, the user must be able to demonstrate:
 - a. There is no other suitable venue
 - b. An exception request has been submitted to Facilities and is subsequently approved by the Chief Executive.

Health, Safety and Wellbeing

Huinga Ako Safety Action Plan (HASAP)

A Huinga Ako Safety Action Plan (HASAP) is required for each Huinga Ako and must be approved by Regional/National Managers. It must be reviewed every term and when changes occur.

Link to: [Huinga Ako Safety Action Plan Form](#)

It must cover immediate and follow up actions that relate to:

- Incidents
- Bullying
- Accidents
- Kaimahi: Ākonga ratios
- Supervision of non-core workers including parents and volunteers
- Intensive Wraparound Support (IWS) considerations
- Transportation

Any event associated with Huinga Ako but located outside of the usual venue must be prepared and planned for separately. Refer to Education Outside the Classroom Hātepe Kaimahi.

Wellbeing

Where there is a disclosure, suspicion of harm, or a wellbeing concern that arises from ākonga at Huinga Ako, kaimahi should refer to, and act in accordance with, the following policy documents:

- [Child Protection Governance Policy](#)
 - [Child Protection Hātepe Kaimahi](#)
- [Responding to Ākonga Distress and Behaviour, and Use of Physical Restraint Governance Policy](#)
- [Aramai He Tētēkura – A guide to prevent distress and minimise the use of physical restraint \(education.govt.nz\)](#)

AWARE Register

All kaimahi involved with ākonga at Huinga Ako should be cognisant of ākonga who are currently on the AWARE register. The AWARE registers help kaimahi maintain awareness of significant ākonga wellbeing and behaviour concerns. They recognise ākonga who are at watch, at risk, or may be experiencing a wellbeing event. More information on the AWARE register can be found in the additional resources section or refer to the documents listed above.

Evaluation

Feedback on Huinga Ako is done through My Korowai dropboxes, against Ngā Mātāpono.

Information gathered from ākonga, whānau, and kaimahi will:

- Inform Te Kura's ongoing review of Huinga Ako.
- Indicate where and when changes may be required to regional provision of Huinga Ako locations.
- Identify and target further assistance for ākonga to engage with a community of learners.
- Formulate plans aimed at improving the engagement of ākonga with face to face Huinga Ako, where practicable.

- Inform the professional development plan at Te Kura with particular focus on developing kaiako confidence and competence to provide safe, welcoming, and engaging Huinga Ako environments.

Additional resources

[Aramai He Tētēkura – Guidelines for understanding distress and minimising the use of physical restraint](#)

[Child Protection Governance Policy](#)

[Child Protection Hātepe Kaimahi](#)

[Curriculum Delivery Governance Policy](#)

[Health and Safety Governance Policy](#)

[Responding to Ākonga Distress and Behaviour, and Use of Physical Restraint Governance Policy](#)

[Premises and Facilities Hātepe Kaimahi](#) (DLA form)

[Access to Te Kura Premises Hātepe Kaimahi](#)

[Huinga Ako Guidelines](#) (in development)

[My Te Kura > Te Ara Pounamu > He Aratohu Manaakitanga \(for AWARE\)](#)

[Huinga Ako Safety Action Plan \(HASAP\)](#)

Education Outside the Classroom Hātepe Kaimahi (in development)

Personalised Learning Plans & My Korowai Hātepe Kaimahi (in development)

Wellbeing for Ākonga Hātepe Kaimahi (in development)

Emergency Management Hātepe Kaimahi (in development)

Approved by Te Rina Leonard, Chief Executive, Te Aho o Te Kura Pounamu