**TIPS TO SUPPORT KAIAKO TŌMUA**

It is really important to understand that as a Poutautoko you will co-construct and develop a tailored mentoring programme that aligns with school practices, national policies as well as meet the professional learning needs in relation to TMoA/NZC and Ngā Paerewa|Teacher Standards. ***Whew that’s all!***

Poutautoko provide an important support system for a Kaiako Tōmua, but just because you have been asked or selected to be one, probably because you are a great classroom practioner, does this automatically mean that you will also be a great Poutautoko? Also we may make a better Poutautoko for one Kaiako Tōmua because of personality and interests but not for another.

We all have strengths, differences and weaknesses and it is important that Kaiako Tōmua are encouraged to enhance their strengths and minimise their weaknesses, to develop their own style of delivery.

**RELATIONSHIPS**

Teaching is about relationships – with students, colleagues, whānau and the wider hapori. Poutautoko need to establish a relationship of trust with the Kaiako Tōmua very quickly.

*Trust is not a quality you either have or you do not, it is a learnable skill. People and teams that operate with high trust significantly outperform those who do not cultivate trust at the core of their culture.*

*Developing trust helps team members become energised and engaged. They collaborate more effectively, operate faster, and achieve sustainable results.  - Stephen M. R. Covey*

The Kaiako Tōmua may be new to your kura and be experiencing a lot of unfamiliar situations. As Poutautoko you will need to spend quite a lot of time both with the Kaiako Tōmua and in their akomanga. Your relationship is key to making the induction and mentoring process positive and successful for both of you.

You will be asked for many little pieces of suggestions, advice and it may seem like you are a life coach – this is normal, remember they are piecing together all the information they are gathering and sometimes they may need to hear the information several times.

For Kaiako Tōmua a great deal will happen in the first few weeks of kura even before students start, so be interetsed in them, spend time getting to know then – perhaps even take them out for a coffee away from the kura – and show that you care for them as a person as well as a kaiako!

As a Poutautoko you need to provide mentoring in differing ways:-

* As a professional expert
* As a life coach
* As the teacher’s teacher
* As an advisor

[Te Tū Hei Pou Whakawhirinaki](https://www.akopanuku.tki.org.nz/pumanawa/pcts-and-mentors/mentors/) resource outlines some of these roles.

**POUTAUTOKO SUPPORT TIPS**

* **HONEST –** Create a relationship of trust, be honest and open.
* **SUPPORTIVE –** Discuss scenarios, answer questions, guide their practice and unpack and explain kura processes.
* **FEEDBACK –** Be constructive, guide the Kaiako Tōmua forward supporting postive change or reflection on practice and direction.
* **SUPPORT** – As with any other learner that you touch, Kaiako Tōmua need to have support by seeing, doing and hearing through many different ways, ideas and resources.
* **AVAILABLE** – Often! Try not to overwhelm them with too much information all at once. Just give what is necessary for the situation but allow plenty of chances for questions and clarification in the following days and months.
* **TIME** – Remember to spend lots of time with them.
* **OBSERVE** – Provide support through teaching practice observations and regular meetings.
* **LISTEN** - We have two ears and only one mouth, we should listen twice as much as we talk.
* **RECOGNISE** – When appropriate acknowledge success and improvement in practice, we all like to be recognised for our effort.
* **AWARE** – Sometimes it is enough to just be available, at other times it may be better to explain a process step by step.

**There are many ways to support Kaiako Tōmua and we all have different learning styles so try out various methods until you find the one that suits.**