

**Ko Taku Reo**  
**Deaf Education New Zealand**

**Job Description / Performance Agreement**

**NAME:**

**POSITION:** NZSL Translator (NZSL/English)

**TENURE:** Fulltime, Permanent

**RESPONSIBLE TO:** Translator Interpreter Lead  
Resource Team Lead – Pedagogy and Professional Development

**DIMENSIONS OF** Translating and Production  
Professional Consultation  
Professional Relationships and Professional Values  
Self-Review and Professional Learning

**DESCRIPTION:**

The NZSL Translator is responsible for facilitating effective access to information and communication through translating between New Zealand Sign Language and English and English and NZSL. The role also includes contributing to the cultural and linguistic knowledge and skills of staff, ākonga and support teams so that responsive communication, resources, services and organisational culture are developed and maintained. The role requires fostering of professional relationships and commitment to professional values including building professional knowledge and skills. The NZSL Translator leads themselves professionally, in alignment with the strategic direction and in a manner that ultimately improves learning for all ākonga.

**SIGNED** \_\_\_\_\_  
*NZSL Translator*

**DATE** \_\_\_\_\_

**SIGNED** \_\_\_\_\_  
*Resource Team Lead*

**DATE** \_\_\_\_\_

## DIMENSIONS OF RESPONSIBILITY

### Dimension One – Translating and Production

The Translator is responsible for facilitating effective access to information and communication through translating between NZSL and English.

Translation and production	Key responsibilities
<ul style="list-style-type: none"> <li>• Translate communications for Ko Taku Reo to ensure high engagement with stakeholders and partners, both internally and externally</li> </ul>	<ul style="list-style-type: none"> <li>• Provide translations of organisation, communications, and information between NZSL and written English and vice versa.</li> <li>• Ensure a high standard of translation suitable for use for internal and external stakeholder engagement</li> <li>• Translate the communications provided by Senior Leaders of all areas across the school – ask for clarification if required.</li> <li>• Produce translations using video editing software.</li> <li>• Take direction from the appropriate Senior Leader around what needs to be communicated and timelines for translations.</li> <li>• Work with the Interpreter Lead who will peer review translations and alter as needed to ensure clear messaging.</li> <li>• Work with Interpreters to produce transcripts and captions for videos.</li> <li>• Use a wide range of NZSL/English linguistic skills to successfully deliver information that meet the needs of the targeted audience.</li> </ul>
<ul style="list-style-type: none"> <li>• Film and present videos in NZSL.</li> </ul>	<ul style="list-style-type: none"> <li>• Resources follow Ko Taku Reo brand guidelines.</li> <li>• Professional standards of filming and lighting are followed (initial training to be provided)</li> <li>• Resources meet the linguistic needs of the target audience.</li> <li>• Use colleagues to moderate translations produced to ensure clear and consistent messaging in line with the intended messaging and audience</li> <li>• Collaborate with other translation experts as required and as needed.</li> </ul>

	<ul style="list-style-type: none"> <li>• Video resources in NZSL and English are filmed and edited to meet the design, function and cultural requirements of stakeholders using Adobe Preview Pro (training to be provided if required)</li> <li>• Actively seek feedback from internal staff and external stakeholders to ensure that the quality of translations is meeting the identified need.</li> <li>• Provide a timely response to translation requests, ensuring that deadlines are met for high stakes translations.</li> </ul>
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## Dimension Two – Professional Relationships and Professional Values

The Translator engages in appropriate professional relationships and demonstrates commitment to professional values.

Professional relationships & values	Key responsibilities
<ul style="list-style-type: none"> <li>• Establish and maintain effective professional relationships focused on the learning and wellbeing of all ākonga.</li> </ul>	<ul style="list-style-type: none"> <li>• Engage in ethical, respectful, positive, and collaborative professional relationships with: <ul style="list-style-type: none"> <li>• Ākonga</li> <li>• Teaching colleagues, support staff and other professionals</li> <li>• Whānau and other carers of ākonga</li> <li>• Agencies, external stakeholders, groups and individuals in the community</li> </ul> </li> <li>• Foster a climate of trust and respect, modelling collegiality by working in partnership with other staff.</li> <li>• Ensure all work and relationships focus on the best educational and social outcomes for DHH ākonga</li> <li>• Ensure whānau and other carers are included in the life of the organisation.</li> <li>• Manage the delicate balance between supporting and challenging others.</li> </ul>
<ul style="list-style-type: none"> <li>• Demonstrate commitment to bicultural partnership in Aotearoa and a commitment and understanding of Te Tiriti o Waitangi.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate respect for the heritages, languages, and cultures of both partners to the Treaty of Waitangi.</li> <li>• Develop understanding and use of tikanga and te reo Māori.</li> </ul>
<ul style="list-style-type: none"> <li>• Demonstrates awareness of Deaf culture and a commitment to improving personal use of NZSL.</li> </ul>	<ul style="list-style-type: none"> <li>• Learns/builds/shares NZSL proficiency and has a commitment to improving its use across the organisation.</li> </ul>

	<ul style="list-style-type: none"> <li>• Has a good understanding (or committed to development) of Deaf Culture and communicates well with Deaf and Hard of Hearing community.</li> <li>• Displays positive attitude towards building allyship between Deaf and Hearing, Māori and non-Māori, and all other cultures within the workplace and community.</li> <li>• Shows personal responsibility for developing a deep understanding of Deaf culture within Ko Taku Reo and can share own understandings with others to increase knowledge across the school.</li> <li>• Shows leadership of others and influence within the role to promote a positive attitude and commitment to NZSL and Deaf Cultural ways of working</li> </ul>
<ul style="list-style-type: none"> <li>• Demonstrate commitment to ongoing professional learning and development of personal professional practice.</li> </ul>	<ul style="list-style-type: none"> <li>• Identify professional learning goals in consultation with colleagues.</li> <li>• Participate responsibly in professional learning opportunities within the learning community.</li> <li>• Initiate learning opportunities to advance personal professional knowledge and skills.</li> <li>• Commit to developing personal skills in the use of NZSL and/or written English</li> <li>• Is professional in their appearance and manner, positively representing themselves and the organisation to ensure positive perceptions from the internal and external community.</li> </ul>
<ul style="list-style-type: none"> <li>• Support the strategic direction of Deaf Education Aotearoa New Zealand to ensure Communications and Resources services align with the best interests of learners, staff and the community.</li> </ul>	<ul style="list-style-type: none"> <li>• Support and follow the mission, vision and strategic direction of the organisation.</li> <li>• Work collaboratively with colleagues to embed the strategic direction.</li> <li>• Be guided by the Engagement Strategy principle and objectives for all translation work</li> <li>• Contribute to the ongoing commitment to successful stakeholder engagement on behalf of Ko Taku Reo</li> <li>• Provide feedback when requested about the strategic planning and direction of the school.</li> <li>• Work towards implementation plan goals where these directly relate to the work, using the strategic plan as the guide for all work completed.</li> </ul>

### Dimension Three – Self Review and Professional Learning

The Translator makes sure of their professional knowledge and understanding to build a stimulating, challenging and supportive working environment that promotes learning and success for all ākonga.

Self-review and professional learning	Key responsibilities
<ul style="list-style-type: none"> <li>Identifies opportunities for personal and professional development and growth.</li> <li>Displays openness to consultation and seeking regular feedback.</li> <li>Sets up a regular cycle for self-review.</li> </ul>	<ul style="list-style-type: none"> <li>Professional development opportunities identified.</li> <li>Engage in the performance management systems, including in ongoing feedback.</li> <li>Identifies own professional development needs and objectives to improve performance and communicates these to the appraiser when establishing performance expectations.</li> <li>Identifies colleagues that can support growth and professional learning that can build on existing skills</li> <li>Identifies where you can contribute to the professional learning and development of colleagues and commit to supporting this growth and development in respectful and culturally appropriate ways.</li> </ul>
<ul style="list-style-type: none"> <li>Use critical inquiry and problem-solving effectively in their professional practice.</li> </ul>	<ul style="list-style-type: none"> <li>Systematically and critically engage with evidence and professional literature to reflect on and refine practice.</li> <li>Respond professionally to feedback from members of their learning community.</li> <li>Critically examine their own beliefs, including cultural beliefs, and how they impact on their professional practice and the achievement of ākonga.</li> </ul>
<ul style="list-style-type: none"> <li>Actively participates in organisational professional learning and development activities.</li> </ul>	<ul style="list-style-type: none"> <li>Willingness to learn translation-related programs.</li> <li>Attendance at SLIANZ professional development sessions.</li> <li>Share new learning and understandings from evidence-based literature and professional learning with your immediate team and other leaders where appropriate.</li> <li>Contribute to the ongoing understanding and learning of staff and the school in your area of expertise, using evidence to back up your knowledge.</li> </ul>

<ul style="list-style-type: none"><li>• Identify, analyse and solve problems that occur in the workplace.</li></ul>	<ul style="list-style-type: none"><li>• Explicitly check own assumptions.</li><li>• Relate the problem to the wider vision and values of the school.</li><li>• Actively seek the interpretations of others.</li><li>• Anticipate obstacles and how they could be overcome.</li><li>• Identify and report any risk to appropriate people in a timely manner.</li></ul>
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## Knowledge and Experience

Experienced NZSL translator with a minimum of 2 years' experience

### Essential

- Excellent written English and fluent NZSL communication skills
- Experience with and excellent knowledge of Deaf Culture and ideally a member of the Deaf community.
- Excellent analytical skills for communication and language
- Translation accuracy and attention to detail
- Experienced in video editing and filming.
- Robust knowledge of Office 365 productivity apps
- Ability to work well both independently, and collaboratively in a team environment.
- Able to see the big picture to exercise judgement in problem solving.
- Highly developed interpersonal and relationship skills
- Ability to be innovative, to question the status quo and to adapt to changing circumstances.
- Demonstrated ability to work with colleagues to resolve issues and meet agreed outcomes.
- Able to build rapport with and communicate with people from different cultures, backgrounds, and ages.
- Effectively negotiates mutual expectations and builds rapport in key relationships.
- Excellent organisational and time management skills
- Uses initiative, good judgement and creative thinking to problem solve.
- Confident, enthusiastic, and motivated
- Competence in compiling reports and communicating findings.

### Desirable

- Knowledge of the New Zealand Education sector
- Experienced with standard Adobe Premiere pro software.
- Understanding of universal design for learning principles
- Relevant qualifications in NZSL and/or English

## Personal Attributes

- Embodies the organisation's guiding principles of 'Grow, Excel, Choose and Belong'.
- Is motivated to develop a world leading service for Deaf and Hard of Hearing learners and whānau.
- Demonstrates principles of equity and access in action
- Optimises quality and efficiency in work.
- Open to learning and applying digital editing skills.
- Respects diversity
- Is self-motivated and self-directed, taking personal accountability for work.
- Understands personal strengths and limitations.
- Is innovative and creative.
- Is friendly, positive, and approachable.
- Demonstrates initiative, energy, and vitality.
- Be prepared to work flexible hours (with advance notice) as some meetings may be held outside ordinary working hours. If extra hours are worked, time in lieu would be arranged in line with organisation policy and practice.