

Position Description and Person Specification /  
Whakaaturanga Tuunga me te Whakatakotoranga Tangata

## Tutor/ Kaiwhakaako – Carpentry

*In every appointment for employment at Tai Poutini Polytechnic (TPP), a business division of Te Pūkenga, the “employer” is the Executive Director of the Business Division*

Conditions of Service / Nga tikanga mo te mahi:	Tutorial Staff Collective Agreement or Individual Employment Agreement
Reporting to / Te ripoata ki:	Manager - Teaching and Learning
Position Status / Tūnga tūranga:	Permanent, Fulltime
Remuneration / Utu:	\$50,281to \$73,65 (Subject to qualifications and experience)

### Key Relationships / Whanaungatanga Matua:

Internal / Kei roto	External / Kei waho
Academic staff	Industry Stakeholders
Support Staff	Community Stakeholders
Students	Secondary Schools

### Purpose of Position / Te kaupapa o te tuunga:

This position has a key focus on providing high quality; client focused teaching and learning opportunities for students.

All staff will contribute to the goals and objectives of Tai Poutini Polytechnic (the “Polytechnic”) by demonstrating professional competence that builds quality, reputation and growth.

## Key Tasks / Nga mahi matua

TEACHING DUTIES / Nga Mahi Whakaako		
Area of Responsibility/ Te waahanga kawenga	Key Accountabilities / Nga Kawenga Takohanga Matua for Academic Staff Member	Examples of Performance Measures / He tauira mo nga mahinga mahi
Teaching / Whakaako	<ul style="list-style-type: none"> <li>• Be competent in their discipline / subject area.</li> <li>• Demonstrate that practice is informed by the current body of knowledge about effective teaching and learning.</li> <li>• Select and apply teaching and/or learning strategies to promote effective learning consistent with individual student learning needs.</li> <li>• Recognise student learning difficulties and arrange for appropriate support.</li> <li>• Timetabling is completed in consultation with the Manager, Teaching and Learning</li> </ul>	<ul style="list-style-type: none"> <li>• Student feedback is positive.</li> <li>• Assessment results indicate a high level of student achievement.</li> <li>• Certificate in Adult Teaching or equivalent achieved within agreed timeframes, as required.</li> <li>• Professional Development plan documented and agreed with manager and includes progression towards achievement of relevant qualifications.</li> <li>• Feedback from observations is incorporated into teaching practices.</li> <li>• Primary subject knowledge is updated annually to current trends, industry and New Zealand Qualifications Authority (NZQA) requirements.</li> <li>• Timetables are provided to students in advance of delivery commencing</li> <li>• All teaching areas are set up prior to students arriving and are adequately equipped and resourced to ensure professional delivery.</li> </ul>

Senior Academic Staff Members (SASM) are expected to demonstrate advanced standing in their discipline/ subject area as well as guide and mentor academic staff members.

NON-TEACHING DUTIES / Nga Mahi Mahi-Kore		
Area of Responsibility/ Te waahanga kawenga	Key Accountabilities / Nga Kawenga Takohanga Matua	Examples of Performance Measures / He tauira mo nga mahinga mahi
Cultural competency	TPP is committed to ensuring the principles of the Treaty of Waitangi are instilled into the values of the organisation and are fundamental to the way in which we operate.	<ul style="list-style-type: none"> <li>• Participate in cultural competency development and embody learnings in day-to-day actions.</li> <li>• Actively contribute to TPP being a fair, diverse and inclusive organisation.</li> </ul>

NON-TEACHING DUTIES / Nga Mahi Mahi-Kore		
Area of Responsibility/ Te waahanga kawenga	Key Accountabilities / Nga Kawenga Takohanga Matua	Examples of Performance Measures / He taurira mo nga mahinga mahi
<b>Course Development/ Whakawhanake Akoranga</b>	<p><b>Academic Staff Member</b></p> <ul style="list-style-type: none"> <li>Develop lesson plans, teaching notes and materials for all courses/programmes as per the scope and quality in TPP guidelines.</li> <li>Contribute to curriculum review and development.</li> <li>Academic standards in courses are consistent with strategy and policy.</li> <li>Participate in, and comply with, assessment policy, validation and quality control procedures.</li> </ul> <p><b>Senior academic staff member</b></p> <ul style="list-style-type: none"> <li>Contribute to the design, implementation, development and evaluation of new and existing programmes of learning.</li> <li>Contribute to the design and implementation of research into effective teaching and/or learning within own discipline</li> <li>Demonstrate professional activities which contribute in a positive way to the reputation of the organisation e.g. research, publication</li> <li>Develop and maintain current and relevant material (as part of team).</li> </ul>	<ul style="list-style-type: none"> <li>Lesson plans are available for each lesson and meet the requirements of TPP guidelines.</li> <li>Tutor work plans meet the requirements of TPP guidelines.</li> <li>Evidenced contributions to curriculum review and development.</li> <li>Academic standards in courses are consistent with strategy and policy expectations.</li> <li>Evidence of improvements made.</li> <li>Milestones and activities are completed within agreed timeframes.</li> <li>Assessment policy, validation and quality control procedures are consistently met.</li> <li>Tutor survey results indicate appropriate planning, implementation and assessment materials are available.</li> </ul>
<b>Course Assessment and Evaluations / Te Aromatawai Akoranga me te Aromātai</b>	<ul style="list-style-type: none"> <li>Complete student assessment and feedback effectively and in line with the Tai Poutini Polytechnic's strategy, assessment policy, programme/course requirements and validation / quality control procedures.</li> <li>Actively participate in, and comply with, assessment policy, validation and quality control procedures At the completion of training, submit course evaluations within agreed timeframes.</li> <li>Provide appropriate and on-going feedback to students, including robust formative and summative assessment.</li> <li>Academic standards in courses are complete and comply with required standards.</li> </ul>	<ul style="list-style-type: none"> <li>All assessments, evaluations and moderation materials are submitted within agreed timeframes</li> <li>Assessments meet moderation standards and are valid and reliable.</li> <li>Student assessments and feedback comply with TPP strategy, assessment policy, programme/course requirements and validation / quality control procedures.</li> <li>Achievable actions to improve effectiveness of assessment are evidenced.</li> <li>Academic standards are monitored, and continuous improvement is evidenced.</li> <li>All compliance is evidenced in checks and audits.</li> </ul>

NON-TEACHING DUTIES / Nga Mahi Mahi-Kore		
Area of Responsibility/ Te waahanga kawenga	Key Accountabilities / Nga Kawenga Takohanga Matua	Examples of Performance Measures / He taura mo nga mahinga mahi
<b>Student Support / Pastoral Care of Students</b>  <b>Tautoko a nga akonga</b>	<ul style="list-style-type: none"> <li>Act as first point of contact for students and refer to support services as required.</li> <li>Provide encouragement and support to students.</li> <li>Contribute to establishing professional boundaries with and amongst students.</li> <li>Be familiar with student disciplinary processes and ensure they are followed.</li> <li>Work with support services to identify at risk learners.</li> </ul>	<ul style="list-style-type: none"> <li>Attendance is recorded and reported according to Polytechnic Policy.</li> <li>Student feedback indicates they are adequately supported in their learning environment.</li> </ul>
<b>Compliance, legislation and Polytechnic policy</b>	<p>Be accountable for compliance with and adhere to following:</p> <ul style="list-style-type: none"> <li>Health and Safety at Work Act 2015</li> <li>TPPL policies, procedures and processes</li> </ul> <p><i>Please note this is not an exhaustive list and the position holder is expected to familiarise themselves with relevant legislation and internal policies and procedures.</i></p>	<ul style="list-style-type: none"> <li>Identify, take responsibility for and resolve issues that may cause harm to yourself or others.</li> <li>Work safely at all times.</li> <li>Participate in health and safety meetings.</li> <li>Evidence that health and safety issues are raised as necessary.</li> </ul>
<b>Other Duties / Te hangore me nga whakarereketanga</b>	<ul style="list-style-type: none"> <li>Contribute to self-assessment activities, including work to deliver the agreed plan of quality assurance activities e.g., annual programme reports, internal and external moderation requirements etc</li> <li>Be actively involved and assist in the promotion of programmes, which may include, expos, open days/nights, school visits and student for a day.</li> <li>Promote and build stakeholder relationships.</li> <li>Any other duties and responsibilities as reasonably required by the employer.</li> </ul>	<ul style="list-style-type: none"> <li>Potential learners have current and correct information.</li> <li>Interviews, enrolments and inductions are completed and documented</li> <li>Evidence that feedback from appropriate industry and professional experts is sought and responded to</li> <li>Evidence of professional and community networks involvement in promotion of programmes</li> </ul>

### Professional/Personal Development

Academic staff members are responsible for keeping up to date with professional, educational, and technical developments relevant to the scope of the position and environment, and participating in professional development opportunities where possible.

**Essential**

- Have a passion for passing on knowledge and skills and the capability to develop/learn about education delivery and quality.
- Be competent in discipline / subject area.
- Have a relevant professional or vocational qualification appropriate to the position.
- NZOIA Stage 1 and 2.
- Be able to demonstrate a sound knowledge of educational delivery and quality.
- Be able to demonstrate clear and effective written and oral communication skills that will enable consistent communication with colleagues, industry, community, other stakeholders, and students.
- Hold or be working towards Unit Standards 4098 *Use standards to assess candidate performance*, 11552 *Design Assessment* and 11551 *Moderate assessment* (or equivalent).
- Hold or be working towards a minimum teaching qualification such as New Zealand Certificate in Adult Education Tertiary Teaching (Level 5) or equivalent.
- Be willing and able to maintain effective collaborative networks amongst industry and other providers.
- Hold a current driver's licence.

**Desirable**

- Knowledge of vocational tertiary education processes and systems.
- Have experience in structured teaching delivery and assessment.