

**Position description | TE WHAKAATUARAKI MAHI**

**POSITION TITLE: Tutor**

**RESPONSIBLE TO: PROGRAMME MANAGER / HEAD OF SCHOOL**

**PURPOSE OF THE POSITION *(Ko tōna iho)***

The purpose of this position is to develop and effectively deliver quality learning programmes according to the particular needs of ākonga and industry/employers. The learning programmes need to be to the standard required under NZQA and internal Whitireia and WelTec policies.

Te Tiriti o Waitangi - Uphold the commitment made by the Crown to Māori, including the acknowledgement of rangatiratanga. Understanding that Te Tiriti o Waitangi is foundational to every aspect of the education system and the relevant principles need to be operationalised in our organisations.

**KEY WORKING RELATIONSHIPS**

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| **External Stakeholders** | **Internal Stakeholders** |
| * Business, Industry and Professional organisations * Employers and Employer groups * ITOs * Other tertiary providers * Mana whenua | * Kaimahi * Ākonga * Heads of School and Programme Manager * Academic Manager and Advisers * Academic Services Unit |

**POSITION DIMENSIONS *(Te rahinga o te tūranga)***

**Delegations**

This position holds no formal delegations.

**KEY ACCOUNTABILITIES *(Ngā takohanga matua)***

The tutor will be expected to perform all the duties reasonably necessary to ensure they deliver on the following accountabilities in their particular professional area and in other areas where they provide assistance:

**Education Programme and Course Design and Development**

* Design of quality educational courses and positive contribution to implementation, development and accreditation of programmes of learning.
* Compliance with Whitireia and WelTec academic policies and standards relating to design, assessment and moderation.
* Active development of own technical knowledge and excellence.
* Competence in discipline/subject area.
* Positive and productive new and ongoing relationships with key business and employer contacts.
* Undertaking applied research relevant to the industry and the learning programmes of the School/Centre.

**Education Programme Delivery**

* Innovative and cost-effective delivery of courses and other learning solutions.
* Delivery of quality teaching within Institute policies and standards.
* Proactive development of new and innovative learning solutions for ākonga.
* Ensuring ākonga access the support they need to meet their learning needs.
* Identifying and resolving issues that may impact the quality of learning.
* Evaluation and reflect on own teaching practice in order to identify directions for improvement.

**Ākonga Management and Support**

* Contribute to the vocational and educational welfare of ākonga by advising and informing ākonga of available support.
* Ensure administration requirements for ākonga /courses are in place and an agreed process is followed.
* Provide advice to the Programme Manager or equivalent (or their delegate) regarding ākonga identified with special needs and their requirements.
* Provide guidance and direction to ākonga as and when required.

**Management of Self and Resources**

* Active and positive contribution to the School/Centre.
* Delivery of successful business plans and projects aligned to the overall business plans of Whitireia and WelTec.
* Effectively meet administrative and financial responsibilities integral to tutor’s work.
* Ensuring the full and effective utilisation of all resources within budget and in line with   
  Whitireia and WelTec policies and processes.
* Provision of positive leadership consistent with the vision, values and polices of   
  Whitireia and WelTec.
* Support and contribute to the objectives, direction and operation of the School/Centre.
* Promotion of School/ Centre, courses and of Whitireia and WelTec.
* Other duties as directed by the CEO or his/her nominated representative.

**Relationships – Trust, Confidence, Communication and Collaboration**

* Develop and maintain strong, positive, and collaborative relationships with other Whitireia and WelTec kaimahi at all levels.
* Work with others collaboratively and constructively to achieve successful outcomes.
* Support the work of the School by actively learning and developing and responding to constructive feedback in order to continually improve the quality of work produced.
* Develop and maintain the trust, respect and confidence of the colleagues.

**Health and Safety – Safe Work Practice, Compliance with Procedures, Reporting**

* Maintain knowledge of Health and Safety procedures and actively support safe work practices in your work area.
* Take all practicable steps to ensure you don’t harm yourself, ākonga, or others in your area of learning.
* Comply with health and safety procedures as outlined in Taikura.
* Report all incidents and help to identify and manage hazard.

**Support Whitireia & WelTec’s Vision (Whakakitenga) –**

Learning together. Transforming lives. Te ako ngātahi. Te whakaahua kētanga o te tangata.

We are known for our distinctiveness (Ahureitanga) and we have special relationships with Mana whenua: WelTec with Te Ātiawa and Whitireia with Ngāti Toa. Together, we are more than the sum of our parts.

Mā tātou, mō tātou Ko WelTec ki Te Āti Awa, ko Whitireia ki Ngāti Toa. E haere kōtui nei me kura-takahi-puni tātou.

Together, will lead and illuminate our communities through tertiary education.

**Support Whitireia & WelTec’s Values (Ngā Kaupapa e whā) –**

Our values are what define us as one of New Zealand’s most honoured tertiary institutions. Our faculty, kaimahi and ākonga follow and live by our values.

* Whakapapa
* Whanaungatanga
* Manaaki
* Tikanga

**Self-Assessment** – **Participation** **and Reporting**

* Take an active part in the school’s annual self-assessment process, by:
* Incorporating evaluative self-assessment into your own work.
* Contributing to the preparation of the annual self- assessment report for the school.

**Relevance, Innovation and Research**

* Academic kaimahi must be engaged in activities that ensure they stay up to date with their industry, and abreast of best practice and the latest research and development. Activities such as consultancy and professional practice and applied research would help to meet these requirements.
* Some academic kaimahi involved in teaching may be required to engage in discipline related research and achieve the minimum requirement of research points per academic year based on the Whitireia and WelTec weightings for research / scholarship.

**KEY CAPABILITY REQUIREMENTS**

In meeting the above accountabilities tutors/lecturers must make a level of contribution consistent with their grade:

**Academic Staff Members (ASMs):** Staff are expected to take responsibility for the quality of their own outcomes, maintaining their currency and competence in their professional and teaching practice that includes completing the Adult Teaching Qualification, and their knowledge of and relationships with their industry. (Please also refer to Schedule B of the Collective Agreement).

**Senior Academic Staff Members (SASMs):** Staff are required to make significant contributions across all aspects of their role within their own School/Centre (exceeding the contributions of ASMs) and actively guide, support and provide leadership to ASMs, and to their programmes. They should take responsibility for the quality of outcomes in their professional discipline, their teaching and the programme areas. They should also maintain their advanced standing and credibility in their profession and with their industry. (Please also refer to Schedule B of the Collective Agreement).

**Principal Academic Staff Members (PASMs):** Staff are required to make a very significant contribution towards helping Whitireia and WelTec achieve its strategic business goals. The contributions should be at such a level that they are of significant value due to their leadership across all the aspects of the role and across Whitireia and WelTec. This leadership should be at the highest.

**COMPETENCIES**

Tutors/lecturers should ideally possess the following competencies.

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| **Customer service** | **ASM**  The ability to relate well to customers and is able to respond to everyday interactions and needs.  **SASM and PASM**  The ability to lead and develop others in improving customer service and is innovative in introducing new processes of customer service. |
| **Commitment to Te Tiriti O Waitangi** | **ASM, SASM and PASM**  The ability to develop and lead others in a culturally appropriate and positive manner. |
| **Specialist Knowledge and Leadership** | In order to teach in this area you will have appropriate tertiary qualifications and relevant industry experience that will equip you to teach both technical and academic aspects. This includes specialist qualifications sufficient to meet course accreditation requirements. Expertise in applied research relevant to the role is also required.  **ASM**  Has core knowledge and practical skills needed to perform a range of tasks of a routine and more complex nature.  **SASM**  The ability to use substantial applied knowledge and practical skills in their role.  **PASM**  The ability to generate and use substantial theoretical and applied knowledge based on their foundation of academic or professional expertise. |
| **Teaching, Learning and Assessment** | **ASM**  The ability to be responsible for the quality of their own outcomes in teaching, learning and assessment.  **SASM**  The ability to lead and mentor others in programme development, teaching, learning and assessment methods and practices.  **PASM**  The ability to provide significant leadership in practices, research, and development of Te Pūkenga wide curriculum, staff and products. |
| **Management of Self and Others** | **ASM, SASM and PASM**  The ability to utilise personal skills to achieve goals and a high standard of performance. |
| **Management of Financial Resources** | **ASM, SASM and PASM**  The ability to understand and use the Whitireia and WelTec financial processes. |
| **Management of Physical Resources** | **ASM, SASM and PASM**  Is able to contribute to the planning for acquisition, use, and maintenance of physical resources in work areas. |
| **Valuing and Nurturing Diversity** | **ASM**  The ability to respond to different needs of particular groups and individuals within Whitireia and WelTec and its community.  **SASM and PASM**  The ability to mentor and develop others in recognising and positively responding to diversity within Whitireia and WelTec and its community. |
| **Client Account Development and Management** | **ASM**  The ability to develop and maintain contact with existing clients and develop new clients.  **SASM and PASM**  The ability to identify and nurture client relationships that are significant to business goals. |
| **Innovation** | **ASM**  The ability to suggest and contribute new ideas and initiatives.  **SASM**  Demonstrates the ability to initiate new ideas, foster innovation in others, and evaluate the potential of new ideas in terms of benefits to their team and to Whitireia and WelTec.  **PASM**  Is sought out by others to assist in exploring innovative ideas and successfully develops new ways of doing things and new services that benefit Whitireia and WelTec and its community. |
| **Utilisation of Technology** | **ASM**  The ability to effectively use the technology required in day-to-day work.  **SASM**  The ability to lead the application of technology to enhance Whitireia and WelTec processes and systems. |