



Whitireia
NEW ZEALAND

POSITION DESCRIPTION

POSITION: Tutor
SCHOOL: Creative
REPORTS TO: Programme Manager
DIRECT REPORTS:
DELEGATIONS: Nil

FUNCTIONAL RELATIONSHIPS

Internal

HOS
Programme Manager
Tutors
Staff at Te Kahui Auaha

External

National theatres, Directors, Producers
Television and Film Industry players
Industry bodies

STATEMENT

The core purpose of Whitireia is to build futures with our students and communities and all employees' roles are expected to incorporate and reflect Te Tiriti o Waitangi, the Vision and Values/Principles of Whitireia:

Vision - Whitireia will lead and illuminate its communities through tertiary education

Te Tiriti o Waitangi - Take all practical steps to create and maintain a culturally sensitive environment for staff, students and other persons. Where appropriate attend training about Te Tiriti o Waitangi and/or biculturalism

Whitireia Values - Demonstrate professional practices that reflect the Whitireia values and principles which are: Manaaki, Identity, Equity, Responsiveness, Success, Integrity and Accountability.

POSITION PURPOSE

To establish and maintain the highest standard of teaching and an effective learning environment for students at Whitireia.

To develop and deliver quality assured programmes of learning according to the particular needs of students, ITOs/employers, communities and Regulatory Authorities including NZQA.

CHANGES TO THIS POSITION DESCRIPTION

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PRINCIPAL ACCOUNTABILITIES

Learning/Teaching

Create an effective learning environment by using techniques and resources that facilitate student learning and achieves the stated learning objectives.

Develop, prepare and deliver course materials including lesson plans in a timely manner for courses/subjects taught.

Develop and use appropriate strategies, resources and methods, utilising the various tools and technologies available for enhancing teaching and learning.

Use appropriate delivery methods, content and resources to cater to student diversity and individual learning needs.

On a regular basis, monitor and record student achievement in accordance with Whitireia policy and procedures.

Develop and extend teaching skills on an ongoing basis through professional development.

Assessment

Provide accurate and appropriate assessment of student achievement that fulfils the stated learning objectives and outcome requirements of the programme.

Develop and establish quality assessment criteria in consultation with Academic Leader/Programme Leader and in accordance with assessment and moderation policies and practices. Where these are delegated, ensure these are completed within required time-frame and in accordance with assessment and moderation policies and practices.

Co-ordinate, process and accurately maintain all student results in accordance with Whitireia policies and practices.

Evaluate and review assessment programmes in consultation with the Academic Leader/Programme Leader on a regular basis.

Student Management

Contribute to the vocational and educational welfare of students by advising and informing students of available support.

Ensure administration requirements for students/courses are in place and an agreed process is followed.

Provide advice to the Academic Leader/Programme Leader (or their delegate) regarding students identified with special needs and their requirements

Provide guidance and direction to students as and when required.

Subject Development

Respond to or assist with community and industry educational requirements by developing and organising appropriate course/subject material.

Participate in assessment of industry, community and student needs, and appropriate course/subject development.

Develop programme content in a professional manner and in terms of the relevant style guide.

Prepare and effectively organise teaching resources.

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Evaluate course/subject material in consultation with Academic Leader/Programme Leader or their delegate.

Documentation

Provide programme outlines and assessment requirements to the Academic Leader/Programme Leader and to students within agreed timeframes.

Participate in and produce research outcomes as required.

Establish and maintain accurate student records and provide timely information as required by the Polytechnic or authorised external bodies.

Maintain relevant and appropriate programme documentation for administrative purposes and according to the Public Records Act 2005 requirements.

Co-operation

Participate in the co-ordination of relevant groups through effective communication, co-operation and organisation.

Identify opportunities to improve programmes, systems and processes within the organisation and contribute to the promotion of knowledge sharing.

Work flexibly, cooperatively and productively, providing backup to others where required, assists in mentoring team members as required.

Participate in activities such as enrolment, records keeping, team building activities, and, liaison with relevant industry, schools and community groups.

Health and Safety

Take all practical steps to create and maintain a safe and healthy environment for employees, students and other persons.

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PERSON SPECIFICATION

QUALIFICATIONS AND/OR EXPERIENCE

Essential

- Proven experience in the acting, theatre or film and television industry
- Understanding of the theory and practice of teaching acting
- Excellent communication and organisation skills
- Post Graduate qualification
- Strong industry links
- Practical up to date knowledge and skills in Microsoft computing packages

Desirable

- Previous teaching experience
- Adult teaching qualification or equivalent
- Knowledge of SmartBoards, Moodle or proven ability to quickly acquire such knowledge
- Full Clean Drivers license

PERSONAL ATTRIBUTES

- Enthusiasm
- Excellent communication skills
- Reflective professional
- Open minded
- Ability and willingness to learn

COMPETENCIES

Competencies are grouped into three main areas:

Personal Capability (self) - how an individual conducts themselves at work

Effective Relationships - relating to an individual's interpersonal behaviours

Effective Practices - how an individual undertakes and completes their work.

The following generic competencies apply to all employees:

Personal Capability

Demonstrates strategic focus	<ul style="list-style-type: none">• Demonstrates and applies knowledge of the connections between the broader tertiary education environment, and the strategic directions, goals and policies of Whitireia and applies these in practice• Contributes to developing and implementing practical strategies with/for our communities Participates in the broader professional and cultural life of the organisation
Upholds organisational values	<ul style="list-style-type: none">• Implements te Tiriti o Waitangi, Whitireia values, Code of Ethics and Code of Conduct in everyday practice• Demonstrates openness to, communicates with, and relates appropriately to diverse cultural needs and viewpoints• Uses culturally appropriate processes and protocols in the work context
Focuses on outcomes	<ul style="list-style-type: none">• Performs tasks to achieve the outcomes and outputs of the position• Assesses the impact and implications of own performance on the organisation
Participates actively in	<ul style="list-style-type: none">• Critically reflects on work and uses feedback to identify strengths

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self evaluation, review and professional development	<p>and areas for development</p> <ul style="list-style-type: none"> • Pursues opportunities to engage in professional development to enhance expertise and practice • Maintains and develops capability to work with diverse communities and external industry and professional networks
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Effective Relationships

Demonstrates Student/Customer/ Stakeholder Focus	<ul style="list-style-type: none"> • Identifies and responds appropriately to the diverse needs of students and other internal and external customers /stakeholders • Maintains appropriate behaviour and boundaries as described in Whitireia policies, including Health & Safety , Code of Conduct
Establishes effective relationships	<ul style="list-style-type: none"> • Listens actively to and considers the ideas and opinions of others • Communicates ideas and information in language style and medium appropriate to the intended audience • Develops and maintains effective working relationships both within and outside the organisation to achieve agreed outcomes
Works collaboratively in team	<ul style="list-style-type: none"> • Participates in planning achieving and evaluating team goals and purpose • Shares information, knowledge and skills that enhance team/organisational function • Identifies organisational opportunities and promotes these effectively to others • Encourages organisational learning approach • Takes leadership role in areas of expertise to achieve organisational goals

Effective practices

Manages work to meet outcomes	<ul style="list-style-type: none"> • Develops and implements a plan with clear steps to achieve required position outcomes • Follows up to determine the effectiveness of actions • Uses and manages information to be well informed and keep effective work records • Gives and receives appropriate and effective feedback • Evaluates activities (using a range of feedback) for continuous improvement based on changing circumstances and information
Applies solution strategies to problems	<ul style="list-style-type: none"> • Balances the outcome requirements with relevant people needs • Uses professional judgement and evidence to anticipate potential issues and produce workable solutions a range of problems • Works with differences to reach a shared agreement • Manages conflict and gains clear agreement and commitment from others • Contributes solutions to systems where appropriate
Uses organisations systems	<ul style="list-style-type: none"> • Operates effectively within the policy framework and legislative obligations • Uses organisation's and team's systems, policies and processes • Uses Whitireia resources effectively efficiently and sustainably

The following generic computer literacy competencies apply to all employees

Effective Practices

Whitireia specific skills	<p><i>Health and Safety</i></p> <ul style="list-style-type: none"> • Demonstrates an understanding of ergonomic principles for computer workstations <p><i>Whitireia Intranet</i></p>
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	<ul style="list-style-type: none"> • Demonstrates familiarity with the Intranet and the types of information that can be accessed <p><i>Whitireia Network</i></p> <ul style="list-style-type: none"> • Demonstrates familiarity with the Network including logging in and permissions
Software competencies	<p><i>File Management</i></p> <ul style="list-style-type: none"> • Understands the organisational structure and, using the Whitireia document creation guidelines and file naming convention, correctly stores documents (using taxonomy) in appropriate location <p><i>Email</i></p> <ul style="list-style-type: none"> • Uses the email system to a proficient standard <p><i>Outlook calendar and scheduling</i></p> <ul style="list-style-type: none"> • Uses the calendar effectively <p><i>Internet</i></p> <ul style="list-style-type: none"> • Utilises the internet efficiently as position requires
Microsoft Office suite competencies	<p><i>Word</i></p> <ul style="list-style-type: none"> • Produces documents using a range of setup, text and paragraph options. Understands the different print and save options. <p><i>Excel</i></p> <ul style="list-style-type: none"> • Produces spreadsheets using a range of setup, data formatting, simple formulae and charts and understands the different print and save options <p><i>Powerpoint</i></p> <ul style="list-style-type: none"> • Creates presentations and understands the different print and save options
Multi function devices (MFDs)	<p><i>Printing and Photocopying</i></p> <ul style="list-style-type: none"> • Uses MFDs to photocopy, print, scan and fax documents and can replace the ink cartridge and clear jams

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