POSITION DESCRIPTION

POSITION:	Tutor
REPORTS TO:	Programme Manager Media and Literature
EMPLOYMENT TYPE:	Permanent – full-time
DELEGATIONS:	TBA

FUNCTIONAL RELATIONSHIPS

Internal	**External**
Film School staff	Film and arts industries
Te Auaha and other polytechnic staff	Other creative sector practitioners and organisations
Head of School	Tertiary education organisations
Director Te Auaha	Film School Advisory
Programme Managers Te Auaha	Te Auaha Advisory

Overview

Guiding Statement: To be New Zealand's best film school, providing excellent education in film-making.

Graduates of the Film School are filmmakers committed to the art of storytelling and to the quality and growth of New Zealand film.

We develop film makers who have the disposition, craft skills and voice to produce original, insightful and entertaining films.

The Film School's objectives are to:

- meet the demand for film-based education and training for those wishing to make a career in film
- ensure that new entrants into the industry are adequately and realistically prepared to follow a career path

CHANGES TO THIS POSITION DESCRIPTION

From time to time it may be necessary to consider changes in the position description in response to the changing nature of the work environment (including technological requirements or statutory changes). Such changes may be initiated by the manager of this position and agreed through consultation.

- ensure that industry-based standards are established and maintained.

Our graduates are well prepared to make a career in film and/or television as the producers, directors and technical crews of the future.

POSITION PURPOSE

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

To develop and deliver quality assured programmes according to the particular needs of students, employers, communities and regulatory authorities.

PRINCIPAL ACCOUNTABILITIES

Strategic

Manage contract/external tutors in an appropriate and professional manner. Promote good relationships and demonstrate appropriate behaviours. Encourage effective communication and co-operation across relevant groups.

Work flexibly, cooperatively and productively providing backup to others where required, and assist in mentoring contract/external tutors.

Assist in promoting programmes by liaising with relevant industry, education and community groups.

Build, develop and maintain the reputation of the organisation.

Programme Development and Documentation

Provide leadership in assessing industry, community and student needs when developing learning material.

Assist in the development of programme content ensuring it is completed in a professional manner.

Ensure programme outlines and assessment requirements are delivered within agreed timeframes.

Ensure that appropriate quality assurance processes for film-making are performed in a way that ensures standards are met.

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

Teaching and Learning

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

Develop, prepare and deliver course materials in a timely manner.

Use appropriate teaching strategies, resources and methods.

Develop teaching skills on an ongoing basis through professional development.

Student Management

Contribute to the welfare of students by advising students of available support.

Ensure administration requirements are in place and an agreed process is followed.

Provide advice to the Programme Manager regarding students identified as needing special support.

Provide guidance and direction to students as and when required.

Assessment

Provide accurate and appropriate assessment methodology and resources that fulfil the learning outcomes of the programme.

Manage the recording of student results in accordance with policies.

Evaluate assessments on a regular basis that reflects tutor feedback, student results, sector and qualification changes.

Health and Safety

Take all practical steps to create and maintain a safe and healthy environment for employees, students and other people, including yourself, and actively support safe work practices.

Comply with health and safety procedures as outlined in Taikura reporting all incidents. Proactively identify hazards and support their management.

Ensure that all students are aware of the requirements of Health and Safety in the film industry.

IDEAL PERSON SPECIFICATION

QUALIFICATIONS AND/OR EXPERIENCE

Essential
- Demonstrated practical experience within the film and television industries
- Demonstrated experience in fostering skills and knowledge in the film and television industry
- Relevant qualification or equivalent experience
- Excellent communication skills
- Practical knowledge and skills in Microsoft computing packages

Desirable
- Previous teaching experience
- Demonstrated expertise in academic planning, curriculum design and development
- Adult teaching qualification or equivalent
- Full clean driver's license

PERSONAL ATTRIBUTES
- Enthusiasm
- Ability to build relationships across a wide range of people and industries
- Reflective and professional
- Open minded

CHANGES TO THIS POSITION DESCRIPTION

From time to time it may be necessary to consider changes in the position description in response to the changing nature of the work environment (including technological requirements or statutory changes). Such changes may be initiated by the manager of this position and agreed through consultation.

- Ability and willingness to learn
- Calm under pressure
- Able to work with a diverse range of people

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	• Demonstrates knowledge of the connections between the broader tertiary environment, and the strategic directions, goals and policies of the organisation, 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	• Implements Te Tiriti o Waitangi, Whitireia, WelTec and Te Auaha values, Code of Ethics and Code of Conduct in everyday practice • Demonstrates openness to and relates appropriately to diverse cultural needs and viewpoints • Uses culturally appropriate processes and protocols in the work context
Focuses on outcomes	• 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 self evaluation, review and professional development	• Critically reflects on work and uses feedback to identify strengths and areas for development • Pursues opportunities to engage in professional development to enhance expertise and practice • Maintains and develops capability to work with diverse communities, external industry and professional networks

Effective Relationships

Demonstrates Student/Customer/ Stakeholder Focus	• Identifies and responds appropriately to the diverse needs of students and other internal and external stakeholders • Maintains appropriate behaviour as described in policies including Health & Safety, and the Code of Conduct.
Establishes effective relationships	• Listens and considers the ideas and opinions of others • Communicates ideas and information in language style and medium appropriate to the audience • Develops and maintains effective working relationships both within and outside the organisation to achieve agreed outcomes
Works collaboratively in team	• Participates in planning, achieving and evaluating team goals • Shares information and knowledge that enhance team/organisational function • Identifies organisational opportunities and promotes these

CHANGES TO THIS POSITION DESCRIPTION

From time to time it may be necessary to consider changes in the position description in response to the changing nature of the work environment (including technological requirements or statutory changes). Such changes may be initiated by the manager of this position and agreed through consultation.

	• effectively to others
	• Encourages organisational learning approaches
	• Takes leadership role to achieve organisational goals

Effective practices

Manages work to meet outcomes	• Develops and implements a plan to achieve required position outcomes • Follows up to determine the effectiveness of actions • Manages information and keeps effective work records • Gives and receives appropriate and effective feedback • Evaluates activities for continuous improvement
Applies solution strategies to problems	• Balances the outcome requirements with relevant people needs • Uses professional judgement to anticipate issues and produce workable solutions to a range of problems • Works with differences to reach a shared agreement • Manages conflict and gains agreement and commitment from others
Uses organisations systems	• Operates effectively within the policy framework and legislative obligations • Uses organisation's and team's systems, policies and processes • Uses resources effectively efficiently and sustainably

CHANGES TO THIS POSITION DESCRIPTION

From time to time it may be necessary to consider changes in the position description in response to the changing nature of the work environment (including technological requirements or statutory changes). Such changes may be initiated by the manager of this position and agreed through consultation.