

Senior Academic Staff Member - Pouako

Kaupapa | Purpose

- To develop and foster a positive and supportive learning environment by using effective teaching strategies and promoting learning consistent with student needs and professional standards.
- To actively contribute and lead positively and appropriately as a senior academic staff member of the school/centre
- To fulfil necessary administrative, research and course development obligations.

Reports to: Team Manager

Team: Wintec

Remuneration: IEA Band 6 (\$90,800 to \$113,500)

Ngā mahi | Do

Teaching Quality

- Demonstrates challenging and inspiring teaching in a variety of contexts, and implements strategies that support students being independent learners and that address individual student learning needs.
- Regularly coaches others in quality teaching and learning strategies within the school/centre that are underpinned by sound educational theory and utilise a variety of technologies for blended learning opportunities.
- Develops and maintains supportive relationships with and between learners by ensuring a culturally safe learning environment that accommodates a wide range of perspectives.
- Provides for individual learning and pastoral care needs and refers ākonga to appropriate

support services as required;

Planning and Preparation

- Plans and prepares in advance challenging and inspiring teaching in a variety of contexts, and implements strategies that support students being independent learners and that address individual student learning needs.
- Regularly reviews and updates content and teaching resources incorporating feedback from ākonga, iwi, hapu, industry and other stakeholders
- Regularly coaches and mentors other academic staff members in planning and preparation

Discipline and Subject Area

- Makes a significant contribution to the subject/discipline within Wintec including course reviews and developing and implementing curriculum changes.
- Shares discipline knowledge and best practice with colleagues;
- Maintains discipline currency through professional development and engagement with industry.
- Ensures professional/industry certification is maintained
- Works collaboratively with the Team Manager to maintain effective industry and external relationships.

Curriculum Development and Flexible Delivery Design

- Coaches and mentors staff in the development and facilitation of best practice learning in programmes/curriculum.

Assessment of student learning

- Applies a range of assessment and/or evaluation methodologies to improve student learning

- Informs students of assessment criteria and scheduling in a timely manner, ensures students receive constructive feedback on their progress
- Coaches and mentors others and participates in institutional internal and external moderation activities for example, pre-delivery checks, pre- and post- moderation.

Development:

Reflective Practitioner

- Regularly coaches and mentors staff within the school/centre on reflective practice
- Ensures aspects of diversity, international student experience, Maori learners and Treaty based practice is applied to own teaching practice and supports others with their practice
- Engages in peer support, observation, mentoring and/or peer review exercises, and is sought by students for expertise in subject area and/or teaching practices

Professional Development

- Engages in on-going professional development activities and applies the learnings to teaching practice and subject content, and coaches others to apply to their practices.
- Shares and models best practice in the school/centre professional development activities in teaching and/or subject area.
- Regularly engages with industry, community, employers, and field of practice.

Organisational Commitment

- Identifies and addresses issues with programme administrative procedures e.g. enrolments, resulting issues etc.
- Assists with the development of school promotional activities.
- Contributes as a member of Wintec committees and project teams. Coordinates or leads project/subject teams within school. Ensures connection between Wintec strategic priorities and individual and team work activities.
- Where required assists Team Managers in ensuring programme, monitor's reports and/or

degree review reports, and moderation for designated programmes are completed to required standards.

- Coaches colleagues in a way that embraces Wintec values.

Academic Leadership

- Acts as an observer and provides developmental feedback in peer observation within the school/centre.
- Coaches colleagues within the school/centre in the development of teaching materials and resources, curriculum design, blended learning strategies, teaching technologies, internationalisation assessments, evaluations and moderation.
- Coaches and develops teaching teams in subject, discipline, internationalisation, teaching technologies and/or teaching areas
- Is sought by colleagues within Wintec for expertise in subject area and/or teaching practices and/or academic management.

Research and Rangahau

- Applies current research to teaching practice;
- Participates in research and/or rangahau and/or consultancy as part of the School/Centre's research and rangahau plan;
- Meets current requirements for research output and documentation
- Contributes positively to Wintec's research reputation

Health and safety management accountabilities are understood and applied.

Individual and staff H&S outcome and objectives

- Significant hazards in the area of responsibility are identified, documented and reviewed annually or as new hazards emerge
- Significant hazards are eliminated, isolated and/or risk minimized
- Staff in the area of responsibility are involved in the hazard management

Wintec culture

- Observes Wintec's mission, strategies, priorities and values in all activities
- Follows all Wintec's policies and procedures and legislative obligations
- Demonstrates an understanding and commitment to the principles of the Treaty of Waitangi and Equal Employment Opportunities (EEO)
- Demonstrates an understanding of and commitment to Wintec's mission, strategies, priorities and values
- Promotes equity and diversity in the workplace; builds mutual trust; and treats kaimahi equitably, transparently, fairly and in a culturally appropriate manner
- Undertakes continuous improvement and development of systems, procedures and service to ensure Wintec maintains and develops its position as a leading provider of vocational education and training

Other duties

- Performs other duties as may be reasonably required from time to time

Demonstrate commitment to:

Te Tiriti o Waitangi. Through our developing understanding of our obligations and our connection with Te Tiriti o Waitangi as both individuals and as an organisation.

Ākonga at the Centre. Through prioritising the experience, wellbeing, and success of our ākonga in our decision-making process.

Equity. Through recognition, empowerment, and inclusion we can give greater acknowledgement of the unmet needs of Māori, Pacific and disabled ākonga and their whānau.

Vocational Education and Training Excellence. Through quality provision for all ākonga, meeting the regional needs of employers and communities.

Pūkenga | Have

Education, Training and Experience

Education/training

- Certificate in Adult and Tertiary Education or equivalent (e.g. NCALE) Specialised/subject qualifications.
- Tertiary qualification one level above the level required to teach;
- Holds current certification, license, registration application to the position (e.g. electrical, nursing, building practitioner, forklift, first aid).

Experience

- Minimum of two years' teaching experience at a senior level at another tertiary institute.
- Proficient with learning technologies e.g. Moodle, Blackboard to engage learners
- Assessment and reflective practitioner experience.
- Experience and understanding in regard to culture, identity and learning in New Zealand.
- Able to contextualise learning based on up to date industry requirements
- Significant and recent experience working within the specialised industry.
- Active involvement within industry.
- Positive Wintec reputation.

Typical knowledge, skills and attributes

- Developed and effective leadership and coaching skills used across Wintec.
- Proficient student centred approach to teaching and learning (e.g. project based learning, work-based learning, e-learning).
- Significant and recent experience working within the specialised industry.
- Able to interact and be responsive to the needs of diverse groups, e.g. youth, Māori and Pasifika, and international students.

- Able to exercise judgement in problem solving.
 - Highly developed interpersonal and relationship skills to work with colleagues to resolve issues and meet agreed outcomes.
 - Ability to identify and adapt new and emerging technologies.
 - Uses technology at an intermediate level including Microsoft Office products and social networking platforms.
 - Demonstrates knowledge of health and safety requirements and responsibilities relevant to the position.
-

Wintec Values



Manawa nui describes the behaviour of a person or group that embodies manaakitanga (kindness), humility, patience, respect, tolerance and compassion.



Manawa roa describes the behaviour of a person or group that embodies staying power, resilience, fortitude, grit and doing what needs to be done to achieve the collective goal.



Manawa ora describes the behaviour of a person or group that embodies the act of breathing life into all aspects of another life form.

Ngā Hononga Mahi | Working relationships

Internal:

Advisors/Consultants / Administration Staff / Academic Staff / Directors / Dean of Faculty
/ Department Managers / Heads of School/Centre Directors / Team Managers/Team
Leaders/Coordinators

External:

Business / Industry / Community / Ākonga / learners / ITOs / SAWIT / Government
agencies / Employers and employer groups

Resource delegations and responsibilities:

Financial: Nil

People: Nil