



Tuakana Ako
Peer Tutor

The Wintec Team

Ngā Whakatakanga o Wintec

You and the Wintec Team

You'll be part of the team at Wintec, which aims to strengthen the community on many levels (ki te whakakaha i te iwi hāpori mā te ara matauranga, rangahau arā umanga whanakenga). Your qualifications and industry experience will help us provide the best education, the most modern facilities and the latest technology to students locally, nationally and worldwide.

Connected to the World

You'll also help Wintec stay connected to business and the community so our students can gain on-the-job experience and graduate work ready. We'll support you to enhance your own qualifications and experience, extend your skill sets and expand your industry and educational connections locally and globally.

Working at Wintec

If you enjoy the challenge of new ideas, the satisfaction of a job well done and the success that comes with great teamwork, you'll love working at Wintec!

Role Purpose

Whāinga Turanga

1. Provide effective tutoring sessions on specific skills and topics to students

Employment Details

Te Anga o te Mahi

Location The appointee will be based at [Hamilton City campus](#) / [Rotokauri campus](#) / [Hamilton Gardens campus](#) / [Te Kuiti campus](#) / [Thames campus](#), but may be required to work at other sites.

Reports to Student Support Coordinator

Remuneration \$46,118 to \$58,500 per annum

(An indication ONLY)

Band Band 2

Direct reports Nil

Financial authority Nil

Functional relationships

Internal

Academic Staff

Administration Staff

Department Managers

Team Managers/Team Leaders/Coordinators

External

Students

SAWIT

Accountable for
Te Kawenga mō

Successful when
Angitu ina

Effective tutoring

- Assisting students to become independent learners
- Drawing on own knowledge and experience to enable the learning of others
- Allowing students to have control of their own learning
- Assisting and guiding students but not doing the work for them
- Identifying the student's needs through questions, observation and communication
- Giving appropriate constructive feedback
- Taking into account different learning styles

Administration and professionalism

- Responding promptly to contacts by Student Support Coordinator to arrange timely tutoring sessions
- Being reliable and keeping tutoring commitments
- Abiding by the code of conduct for Students, Peer Tutors and Student Mentors
- Completing required Peer Tutor training and learning, including online learning
- Accurately complete tutoring documentation and submit pay claims
- Contacting Student Learning Services if you are no longer available to tutor

Demonstrating and role modelling strong interpersonal skills

- Assisting in creating a positive, comfortable learning environment
- Being respectful of cultural differences and communicate effectively
- Being positive, enthusiastic, motivating and encouraging Showing patience and concern for students and regard them as equals
- Liaising with tutors in Faculty around course material and support offered to students, ensuring this is organised effectively and communicated well
- Maintaining student confidentiality

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 minimised.

Accountable for
Te Kawenga mō

are reviewed at least annually

Successful when
Angitu ina

Staff in the area of responsibility are involved in the hazard management process.

Relevant H&S training is identified and completed for key staff and those with specific job/training requirements.

Work accidents and incidents are reported as soon as possible after occurrence; investigation reports are completed and recommendations considered.

Wintec culture

Observes Wintec's mission, strategies, priorities and values in all activities.

Follows all Wintec 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 staff 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.

Our Values

Ngā Uaratanga

Working Together

Mahi tahi

We work collaboratively within and outside our organisation. We form partnerships, openly communicate, share expertise and try new things.

Challenge and Innovation

Whakaaro whānui

We are leaders, so we challenge ourselves and others to look for ways to do things better and to embrace innovation and achievement.

Customer Focus

Manaaki tangata

Students, employers and colleagues in the organisation are all our customers. We drive our organisation from their needs, and act with purpose, creativity and energy to exceed their expectations.

Valuing People

Whakamana i te tangata

We treat everyone with courtesy and respect, without prejudice and valuing different perspectives. We involve and listen to others, and recognise them for their contribution; always acting with integrity.

Taking Ownership

Kia tika

We are all responsible for the overall success of our organisation, and are accountable for our actions and results. We make quality decisions based on sound information and we learn from our mistakes in a 'no blame' culture.

Improvement and Opportunity

Kia tupu, kia hua

We are committed to setting high standards and continually improving what we do. We are passionate about extending opportunities to students, employers and the wider community.

Competency Specification

Pūkenga Tautuhi

Education/training

Demonstrated record of high achievement (e.g. an A or higher) in the module on offer.

Completion of the module being tutored

Experience

Typical knowledge, skills and attributes

Able to exercise judgement in problem solving. Ability to be innovative, to question the status quo and to adapt to changing circumstances. Ability to use initiative. Highly developed interpersonal and relationship skills. Demonstrated ability to work with colleagues to resolve issues and meet agreed outcomes.
