

Senior Academic Staff Member - Pouako

Kaupapa | Purpose

1. 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.
2. To actively contribute and lead positively and appropriately as a senior academic staff member of the school/centre
3. To fulfil necessary administrative, research and course development obligations.

Reports to:

Team: Wintec | Te Pūkenga

Remuneration: \$87,600 - \$115,000 (Band 6)

Date: October 2024

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.
- Works collaboratively with the Team Manager to ensure student forums and/or other methods of student feedback are in place and working effectively.

Planning and Preparation

- 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.

Discipline and Subject Area

- Has specialist or advanced standing in subject or discipline area, and makes a significant contribution to the subject/discipline within Wintec including course reviews and developing and implementing curriculum changes.
- Works collaboratively with the Team Manager to maintain effective industry and external relationships.

Curriculum Development and Flexible Delivery Design

- Coaches and works with staff in the development and facilitation of blended learning programmes/curriculum.

Assessment of student learning

- Analyses and applies a range of assessment and/or evaluation methodologies to improve student learning, including the use of formative assessment to develop students' understanding of their own learning.
- Assists other staff with assessment and moderation processes, including managing programme assessment moderation activities, and acting as an external moderator within Wintec.

Development

Reflective Practitioner

- Regularly coaches and guides staff within the school/centre on reflective

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.

- Is considered an expert in the school/centre for 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 Technology Transfer

Peer Support and Academic Esteem

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.
- Contributes positively to Wintec's reputation regionally.

Health and safety management accountabilities are understood and applied. Individual and staff H&S outcome and objectives are reviewed at least annually

- 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.
- 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.

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

- Certificate in Adult and Tertiary Education or equivalent (e.g. NCALE) Specialised/subject qualifications.
- 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.

Waiaro | Be

Authentic and Inclusive: Promote an environment of inclusion and authenticity, where all contributions are valued, . Be courageous to disrupt inequities for all, including Māori, Pacific and disabled peoples. Hold the conviction that meaningful partnerships with Māori/iwi will contribute to progress for all.

Connected: Integrate waiora-sustainable thinking into your everyday mahi, meeting the needs of the present, without compromising our ability to meet our needs for the future. Embrace the interconnectedness of environmental, social, economic and cultural wellbeing.

Collective: Seek progress over perfection, moving forward with aroha, empathy and persistence. Maintain a focus on results and delivery to build a sustainable, world class, vocational education and training network. Lean into transformation, challenge the status quo and choose courage over comfort to create better results for Wintec | Te Pūkenga, employers, ākongā and their whānau.

Self-awareness: Navigate yourself, and lead others through change with confidence, understanding how to create the conditions you and others need to thrive. Demonstrate humility, be reflective and self-aware, always seeking to grow personally and as a leader.

Ako: Hold lifelong learning as vital in connection, hauora, and continuous improvement both personally and professionally. No matter your role, recognise your mahi contributes to making a positive difference for our ākongā and their whānau, and their ability to create thriving communities. Recognise Te Tiriti o Waitangi as a powerful mechanism for taking positive action in Aotearoa, and a pathway to achieve equity for all.

Mana tāngata: Contribute to a connected, creative, compassionate workplace, where teams are committed to growth, learning and achieving our shared purpose. Create a safe environment for learning and development, in all you do, including Te Tiriti, equity, academic and professional excellence. Recognise kaimahi and whānau wellbeing are interconnected, when we support personal and professional growth we contribute to Te Oranga/participation in society.

Ngā Hononga Mahi | Working relationships

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

External: Business/Industry/Community, Students, SAWIT, ITOs, Government agencies and Employers and employer groups.

Resource delegations and responsibilities:

Financial: Nil

People: None