

## 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 whanaketanga). 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. To create a positive and supportive learning environment by using effective teaching strategies and promoting learning consistent with student needs and professional standards to ensure successful student outcomes.
2. To contribute positively and appropriately as a member of a teaching team.
3. To fulfil necessary administrative, research and course development obligations.

## Employment Details

### Te Anga o te Mahi

<b>Location</b>	The appointee will be based at <a href="#">Hamilton City campus</a> / <a href="#">Rotokauri campus</a> / <a href="#">Hamilton Gardens campus</a> / <a href="#">Te Kuiti campus</a> / <a href="#">Thames campus</a> , but may be required to work at other sites.
<b>Reports to</b>	Team Manager
<b>Remuneration</b> (An indication ONLY)	\$69,400- \$91,000 per annum
<b>Band</b>	Band 5
<b>Direct reports</b>	Nil
<b>Financial authority</b>	Nil
<b>Functional relationships</b>	Academic Staff
<i>Internal</i>	Administration Staff Advisors/Consultants Dean of Faculty Department Managers Directors Heads of School/Centre Directors Team Managers/Team Leaders/Coordinators
<i>External</i>	Business/Industry/Community Employers and employer groups Government agencies ITOs SAWIT Students

## Accountable for

Te Kawenga mō

## Successful when

Angitu ina

### Teaching Quality

### Facilitating Learning

Applies a variety of quality teaching and learning strategies underpinned by sound educational theory;

Delivers high quality learning experiences using a variety of technology that provides for individual learning needs, incorporates literacy and numeracy, and enables students to demonstrate their knowledge and skills;

Develops and maintains supportive relationships with and between learners by ensuring a culturally safe learning environment that accommodates a wide range of perspectives and provides for individual learning and support needs;

### Planning and Preparation

Plans and prepares in advance current teaching resources, lesson plans, learning outcomes, effective blended delivery methods and effective assessment methods etc, for all modules;

Responds to student feedback by reviewing and updating teaching resources to ensure ongoing improvement of teaching content;

### Discipline and Subject Area

Maintains up to date knowledge in subject area and utilises this knowledge in course material;

Shares knowledge with colleagues;

Ensures professional/industry certification and industry contacts are maintained;

### Curriculum Development and Flexible Delivery Design

Participates in the development and facilitation of blended learning programmes;

### Assessment of Student Learning

Applies a variety of formative and summative assessment tools that are valid, sufficient, fair and transparent;

Informs students of assessment criteria and scheduling in a timely manner, ensures students receive constructive feedback on their progress, and participates in moderation activities.

## Accountable for

## Successful when

### Te Kawenga mō

### Angitu ina

#### Development

#### Reflective Practitioner

Regularly engages in critical reflection of own teaching practice using formal and informal feedback and self-reflection;

Ensures the aspects of diversity, international student experience, Maori learners and Treaty based practice is applied to own teaching practice;

#### Professional Development

Participates in Wintec and other professional development activities in their own discipline and as a tertiary educator to maintain currency and meet strategic priorities;

Applies these learnings to enhance educational outcomes;

Completes tutor training requirements, i.e. ATTP Level 5 or equivalent, and holds or is currently studying towards one qualification higher than the level being taught;

Regularly engages with industry, community, employers, and field of practice.

#### Organisational Commitment

Fulfils the requirements of Wintec's systems, practices and legislative obligations by ensuring administrative responsibilities, internal and external moderation, monitoring and review requirements are completed;

Participates in School/Centre promotional and graduation activities, and in the broader professional and academic life of Wintec;

Understands Wintec's strategic priorities and values and includes these in individual and team work activities;

Works in a manner that embraces the Wintec values.

#### Academic Leadership

#### Peer Support and Academic Esteem

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.

#### Research and Technology Transfer

Applies current research to teaching practice;

Participates in research and/or technology transfer and/or consultancy as part of the School/Centre's RDT plan;

Shares the results of research within the team.



**Leading change**  
SHAPING FUTURES

## Accountable for Successful when

### Te Kawenga mō

### Angitu ina

**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.

# 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

Certificate in Adult Teaching or equivalent;  
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

Experience with learning technologies e.g. Moodle, Blackboard.  
Experience training, coaching or facilitating.

### 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.