

Tutorial Assistant

Kaupapa | Purpose

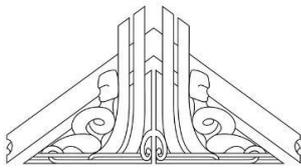
To assist and support Academic Staff Members to ensure service delivery.

Reports to: Programme Manager

Team: Academic Delivery and Development

Date: May 2018

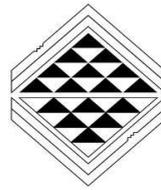
Toi Ohomaitanga: how we act and behave at Toi Ohomai will be guided by our values



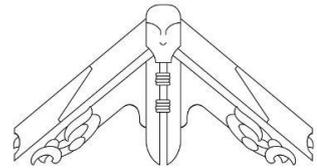
WHANAUNGATANGA



TOITUTANGA



MANAAKITANGA



KOTAHITANGA

Ngā mahi | Do

Meaningful and effective partnerships

Key competencies:

- Actively support Academic and other staff to ensure effective and efficient service delivery to Toi Ohomai students and other stakeholders;
- Develop and maintain effective working relationships with staff within own group and faculty as well as cross functionally;
- Liaise with industry contacts as directed to meet the needs of Toi Ohomai;

Expected outcomes:

- Supervision is provided to support activities / students learning, as agreed with Programme Manager and relevant academic staff. This includes quality control, coaching of students, and supporting of academic staff.
- Toi Ohomai mana is upheld within the community it is tasked with serving.

Delivery of tertiary education, research and technology transfer to meet the needs of the region.

Key competencies:

- Assist and support Academic Staff Members in the innovative delivery of technical subject matter and as required, numeracy, literacy core generic subjects and electives.
- Assist students during class time as required

Expected outcomes:

- Classes run smoothly with high student participation and engagement.
- Students feel assisted with tasks and tutor is enabled to help all students
- The teaching team works effectively to deliver seamless learning opportunities to students within the class.

Be innovative and support innovation

Key competencies:

- Continuously update knowledge and skill relating to technology and administrative systems;
- Actively seek new and improved ways of operating to improve service to staff and students while maintaining high levels of quality.

Expected outcomes:

- Is actively engaged in professional development;
- Identifies own development needs and takes actions to address;
- Seeks and takes on board feedback to work towards continuous improvement;
- Contributes actively to team initiatives for improved ways of operating;

Be learner-centred

Key competencies:

- Actively participate in the class and Faculty environment;
- Demonstrate excellent customer focus and recognise and respect the needs of students;
- Respond in a helpful manner to requests for information from students;
- Support students in their learning by taking an interest in their needs;
- Plan training programmes in conjunction with Academic staff to ensure that activities are appropriate and co-ordinated with facilities and resources available;
- Ensure equipment and materials required for class work are available and prepared as required;
- Assist in cleaning up at the completion of training sessions;
- Provide technical advice or offer referral to reference materials or industry contacts;
- Assist prospective students, industry and secondary schools with queries concerning training at Toi Ohomai Institute of Technology;

Expected outcomes:

- Student needs are anticipated and met;
- Student requests are responded to in a friendly and professional manner;
- Queries are responded to with accurate, timely information, and/or referral made to appropriate department/team;
- Appropriate advice is offered and/or referral made to appropriate contact/s;
- Support/advice is provided as and when needed;
- Equipment and/or materials are available to enable delivery
- Support provided to tutorial staff to ensure work and other areas are kept clean & tidy

Be a sustainable organisation

Key competencies:

- Ensure safety at all times and contribute to the promotion of sound occupational health and safety work practices;
- Assisting in maintenance and preparation of training materials and resources;
- Maintain a comprehensive knowledge of the location, operating and maintenance requirements of tools and equipment within your area of responsibility;
- Check all relevant supplies and order as required.

Note:

The above Key Competency Indicators are provided as a guide only. You are expected in your role to undertake any and all reasonable and lawful instructions and / or delegated tasks given by your manager, or someone in a position authorised to give such instruction. The precise performance measures for this position should be discussed between the jobholder and manager as part of the performance development process.

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

Qualifications

Essential:

- Qualification or working towards a qualification at least 1 year above the course assisting with.

Desirable:

- Certificate in Adult Teaching or similar teaching qualification

Knowledge/Experience

Essential:

- Proven industry experience in relevant field

Skills and attributes

Essential:

- Strong PC based computer literacy skills
- Experience at organising groups of people and acting as a leader, or instructor
- Ability to understand the daily requirements of academic staff so as to best be able to support them in their lesson preparation
- Good leadership abilities
- Exceptional organisational skills
- Excellent oral and written communication skills, particularly at an inter-personal level
- Ability to be self-motivating and able to work independently; and as part of a team
- Display of a high level of professional and ethical conduct
- Understanding and commitment to Equal Educational Opportunities and an awareness and understanding of the Treaty of Waitangi/Te Tiriti O Waitangi and bicultural issues in education
- Interest in continued enhancement of personal knowledge and abilities

Desirable:

- Understanding, knowledge and skills in education and training programmes

Change to position description:

From time to time, it may be necessary to consider changes in the position description in response to the changing nature of our work environment; including but not limited to technological requirements or statutory changes. Such change may be initiated as necessary by the manager of this position. This position description may be reviewed as part of the preparation for performance planning for the annual performance cycle.

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 Toi Ohomai, employers, ākonga 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 ākonga 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: Students and Staff

External: Industry stakeholders, Prospective students and Professional Networks

Resource delegations and responsibilities:

Financial: N/A

People: N/A