



## Position Description

### Form or Template HG184

#### English Language Tutor (NZCEL)

<b>Function:</b>	School, Business, Tourism, Hospitality and English Language
<b>Reports to:</b>	Assistant Head of School
<b>Location:</b>	Hawke's Bay
<b>Arrangement:</b>	Fixed term, 0.6 FTE
<b>Date:</b>	July, 2026

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#### Pūtake | Purpose

To deliver high-quality NZCEL programmes from Foundation to Level 5, providing engaging, learner-centred instruction that develops students' English language skills in listening, speaking, reading, and writing. The role includes lesson planning, assessment design and moderation, student support, progress monitoring, record management, curriculum development, and collaboration with colleagues to ensure positive learner outcomes and continuous programme improvement.

#### Ngā Whanaungatanga | Working Relationships

Internal:	Head of School, Assistant Head of School, Programme Coordinator, English Language Centre staff, other EIT staff, students
External:	Other ITPs, relevant external stakeholders

#### Mana Whakahaere | Resource Delegations

Financial:	N/A
People:	N/A

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#### Kawenga Mahi | Accountabilities

##### Delivery of NZCEL

- Deliver high-quality, engaging lessons tailored to meet the NZCEL curriculum at different levels from Foundation to Level 5
- Focus on improving language skills in listening, speaking, reading, and writing.

##### Lesson Planning and Preparation

- Prepare weekly lesson plans aligned with the NZCEL framework, programme documents and curriculum. Ensure lessons are interactive and cater to diverse learning styles.
- Develop supplementary materials (e.g., exercises, quizzes, reading texts) to support learning outcomes.
- Provide clear instructions and scaffold activities to support student understanding.

##### Assessment and Feedback

- Assess student progress through formal and informal assessments (e.g., tests, quizzes, assignments).
- Design and moderation of assessments.

- Provide timely, constructive feedback on assignments and assessments.
- Monitor student engagement and participation, offering additional support where necessary.

#### **Student Support and Communication**

- Maintain regular communication with students
- Provide one-on-one tutoring sessions as required. Offer guidance on language learning strategies, study skills, and cultural adjustments.

#### **Administrative Duties**

- Keep accurate records of student attendance, progress, and assessment results.
- Update and maintain course content on the learning management system (LMS) and other platforms used in the course.
- Contribute to curriculum development and improvements in the delivery of content. Attend regular meetings to discuss student progress, challenges, and updates. Participate in professional development and training provided by the institution.

#### **General Responsibilities:**

- Comply with EIT policies and procedures.
- Contribute to a healthy workplace by implementing safe work practices and strategies to effectively manage personal wellbeing.
- Undertake additional responsibilities and tasks relevant to this position as requested by the manager.

#### **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, Wheako, Mōhiotanga, Tohu Mātauranga | Skills, Experience, Knowledge and Qualifications**

#### **Essential**

- Tertiary Qualification in TESOL and/or Applied Linguistics
- Bachelor's Degree or equivalent.
- Excellent communication skills (both verbal and written) and the ability to adapt teaching styles to diverse learning needs.

#### **Desirable**

- NZCEL (or equivalent) teaching experience with adult learners
- Experience in curriculum design and the ability to create tailored materials.
- Additional qualifications, certifications or experience with specific English language testing (e.g., IELTS, TOEFL).
- Previous involvement in teaching in a multi-cultural environment.
- Experience in teaching Academic English

#### **Personal Attributes:**

- Patient, adaptable, and empathetic towards students.
- Strong organizational skills and ability to work independently and collaboratively.

- Proactive in identifying student needs and providing support.
- Culturally aware and sensitive to the learning challenges faced by international ESOL students.

### **Ngā Uara o Te Aho a Māui | Values of EIT**

#### **Herea te momoho | Inspire success:**

- Support continuous learning and improvement through collaboration.
- Encourage innovation and challenge existing ways of working to achieve better outcomes.
- Recognise and celebrate the achievements of ākonga, kaimahi, and whānau.

#### **Herea te tangata | Nurture whanaungatanga:**

- Build and maintain genuine relationships through manaakitanga, care, respect, and generosity.
- Honour wairuatanga by recognising and respecting diverse identities, perspectives, and needs.
- Work collaboratively in service of ākonga and communities, demonstrating kotahitanga to achieve shared goals and outcomes.

#### **Herea te mana | Act with integrity:**

- Act with honesty and integrity, doing what is tika and pono, even when it is not easy.
- Uphold the mana of others through respectful, trustworthy, and principled interactions.

#### **Herea te pono | Be committed:**

- Make sustained contributions toward shared goals and outcomes, aligned to a collective kaupapa.
- Take accountability for actions, impact, successes, and challenges.
- Maintain personal wellbeing and support the oranga of others to remain resilient in times of change.