



EASTERN INSTITUTE OF TECHNOLOGY
TE AHO A MĀUI

Position Description

[QMSDocumentNumber]

Art and Design tutor, IDEASchool

Function:	IDEASchool
Reports to:	Head of School
Location:	Taradale
Arrangement:	Permanent, 0.6FTE
Date:	October, 2026

Pūtake | Purpose

To deliver high-quality teaching and learning within the New Zealand Certificates in Arts and Design (Levels 3-4), inspiring and supporting ākonga to develop creative, technical, and critical thinking skills through contemporary art and design practice. The role contributes to creative practice teaching across IDEASchool where appropriate and works collaboratively with academic staff, technicians, student support services, and industry stakeholders to ensure excellent student outcomes, programme quality, and an inclusive learning environment. The Art and Design Tutor is responsible for effective teaching, assessment, student support, curriculum enhancement, and programme-related activities that uphold IDEASchool's commitment to vocational excellence, innovation, and student success.

Ngā Whanaungatanga | Working Relationships

Internal:	Ākonga, Tutors, Teaching and Academic Kaimahi, Programme Coordinators, Administrative staff, Head of School, Executive Dean, Facilities Coordinator, Health, Safety and Wellbeing services, IT services
External:	Manuhiri, External Contractors, Art Galleries, External Arts Venues, Creative Industry Professionals, Suppliers,

Mana Whakahaere | Resource Delegations

Financial:	NA
People:	NA

Kawenga Mahi | Accountabilities

STUDENT LEARNING

- Provide clearly defined learning objectives.
- Regularly review and revise subject matter, teaching content and process relative to changing environments.

- Effectively facilitate the learning process through a wide variety of experiences and activities by encouraging students to participate in and accept responsibility for their own learning.
- Provide relevant practical learning experiences.
- Maintain professional standards of practice and act as a role model.

STUDENT WELL-BEING

- Assist students as required.
- Facilitate support and liaise with student support services.

ASSESSMENT AND EVALUATION

- Undertake effective, valid and reliable evaluation of students and courses.
- Assess performance of students and give appropriate feedback.
- Monitor and review assessment and evaluation processes.
- Undertake internal and external moderation of assessment
- Maintain full and accurate student records

COMMUNICATION AND TEAM BUILDING

- Meet regularly with Arts & Design teaching team.
- Meet regularly with the Certificate programme coordinator.
- Attend faculty, section meetings and relevant advisory meetings
- Develop and maintain professional networks.
- Ensure effective communication with other staff sections, faculties and support staff and attend meetings as appropriate.

PLANNING AND LEADERSHIP

- Oversee all administration and coordination required to ensure the delivery of a quality programme.
- Negotiate with Head of School over annual Budget and EFTS targets as appropriate.
- Prepare annual plan, weekly and daily plans as required to effectively teach the assigned classes.
- Timetable and organise to ensure effective utilisation of resources and effective student learning.
- Monitor own progress against plans and targets.
- Plan to continually improve teaching and learning strategies, including evaluation action plans, recording of results and pastoral student care.

SECTION SERVICE STANDARDS AND SUPPORT

- Manage delivery of courses relevant to teaching areas.
- Teach, assess, evaluate and research to the standards set in faculty policies and the institute's quality management system
- Assist Head of School to ensure all courses meet Academic requirements.
- Implement appropriate course evaluation procedures.

MARKETING

- Identify new course developments and markets in consultation with CAD programme coordinator, Head of School and marketing section.
- Assist with promotional and marketing activities as appropriate.

RESOURCE MANAGEMENT

- Assist CAD programme coordinator and Head of School to prepare for negotiation of annual budget.
- Ensure resources are fully and appropriately utilised.
- Discuss annual equipment and accommodation requirements with CAD programme coordinator.

GENERAL

- Develop positive and constructive working relationships with colleagues across all campuses
- Maintain and operate Institute administration policies and procedures as appropriate.
- Undertake other activities as agreed with the Head of School.
- Provide a safe work environment through compliance with the Institute's Health and Safety policy and procedures.
- Comply with EIT policies and procedures.

Technical Support

- Monitor and maintain the IDEASchool workshops and associated areas, equipment and resources across the school's activities in Hawke's Bay and Tairāwhiti campuses
- Oversee the provision of technical services across all areas of IDEASchool
- Oversee the preparation of resources and workshop materials for classes in consultation with academic staff
- Contribute to student workshop classes as required
- Maintain communication with academic staff about their requirements

Workshop and Staff Management

- Provide day to day management of the IDEASchool workshops & technical services
- Provide effective line-management of IDEASchool technicians
- Manage IDEASchool technical services such as equipment installation, repairs, maintenance and certification requirements in collaboration with EIT Facilities and IT Services as required.
- Provide an appropriate system to issue/maintain authorised person access to the workshops

Workshop Health and Safety Training

- Oversee and implement effective workshop induction and task specific training, along with the records, for staff and students
- Maintain and regularly review the workshop hazard registers
- Oversee the compliance of EIT's Accident & Incident, and Emergency procedures including reporting, availability of first aiders and supplies, and emergency first actions.
- Ensure standard operating procedures (SOP) are current, adhered to, and in place where required.
- Ensure all hazardous substances are managed in accordance with appropriate regulations and EIT procedures. This includes the;
 - Storage, use and disposal of hazardous substances
 - Current New Zealand based safety data sheets (SDS) are available for all hazardous substances
 - Maintenance of the Hazardous Substance Inventory on behalf of IDEASchool
 - Ensuring correct signage is visible in appropriate locations for all to see including emergency services

- Ensuring any staff, student, or other that handles or is exposed to hazardous substances receives appropriate information and training.

Administration

- Work with the Head of School to monitor expenditure, order equipment, class materials and resources and authorize payment of invoices relevant to technical and workshop provision of the school
- Provide stock control, replenishment and fiscal management of consumables in workshop operations
- Provide input into the capital and operational equipment and resource needs of IDEAschool
- Contribute to School strategy committees as required

Customer Service

- Promote EIT and IDEAschool in a positive manner
- Provide quality assistance and advice to students, staff and public
- Action information requests in a timely fashion to agreed quality standards
- Provide staff and physical resources for marketing activities as required

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

Knowledge, Experience and Skills

- Knowledge, experience and skills in a range of art and design mediums **essential**
- Experience and knowledge in digital design software **essential**
- Teaching experience and knowledge of curriculum development, preferably in Visual Arts & Design **essential**
- Well-developed oral, written and interpersonal skills **essential**
- Understanding and commitment to workplace health, safety and wellbeing **essential**
- Proven ability to plan and meet deadlines and budgets **essential**
- Good time management, organisational and administrative skills **essential**

Special Aptitudes

- Ability to participate fully as a team member and develop a team culture
- Ability and willingness to attain the following:
 - NZCAT
- An understanding and appreciation of cultural issues
- Ability to work competently and efficiently in a busy working environment
- Ability to handle confidential matters sensitively

Personal Attributes

- High degree of professional judgment and integrity
- Confident and receptive
- Friendly and approachable manner
- Calm, courteous and flexible
- Strong self-motivation
- Punctual and reliable
- Mature and tolerant nature

Qualifications

- Relevant post-graduate tertiary qualification **desired**

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.

Document information – Office use only	
Document Name	Position Description
Document Number	[QMSDocumentNumber]
Executive	People and Culture Manager
Owner	People and Culture Manager
Developer	People and Culture Advisor
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