EASTERN INSTITUTE OF TECHNOLOGY
TE AHO A MĀUI

Position Description

Form or Template HG184

TITLE

Function:	Primary Industries Tutor
Reports to:	Assistant Head of School
Location:	Taradale Campus and off-campus venues
Arrangement:	Permanent 0.8
Date:	January, 2027

Pūtake | Purpose

To develop, deliver, assess and continuously improve high-quality learning experiences within Primary Industries programmes. The role contributes to the educational success, wellbeing and employability of ākonga through the delivery of industry-relevant theory and practical learning, curriculum development, assessment, pastoral support, and industry engagement. The position supports vocational education excellence by ensuring teaching, learning and assessment practices are current, responsive to industry needs, and focused on learner success.

Ngā Whanaungatanga | Working Relationships

Internal:

- Assistant Head of School
- Head of School
- Programme Coordinator
- Faculty Administration Manager
- Marketing and Student Support Staff
- Academic and Professional Staff
- Students / Ākonga

External:

- Primary Industries employers and industry representatives
- Industry organisations
- Advisory Committees
- Programme Cluster Committees
- Secondary Schools
- Other tertiary education organisations
- Community stakeholders

Mana Whakahaere | Resource Delegations

Financial:

- Contribute to programme budget planning.

- Assist in ensuring programme resources are managed effectively and utilised appropriately.
- No formal financial delegation.

People:

- No direct reports.
- Provide support, mentoring and assistance to new and less experienced staff as required.

Kawenga Mahi | Accountabilities

- Develop, review and maintain curriculum, learning materials and assessment resources that meet academic quality requirements.
- Deliver engaging theory and practical learning experiences using a range of contemporary teaching approaches and educational technologies.
- Facilitate learner-centred teaching and learning that promotes engagement, participation and achievement.
- Provide practical learning opportunities that demonstrate the connection between theory and industry practice.
- Support ākonga success, wellbeing and retention through effective pastoral care and referral to support services.
- Undertake valid, fair and reliable assessment practices and provide timely feedback.
- Participate in internal and external moderation and quality assurance activities.
- Maintain accurate learner records and comply with academic regulations.
- Monitor programme performance and contribute to continuous improvement initiatives.
- Maintain professional and industry currency through ongoing professional development and industry engagement.
- Develop and maintain effective relationships with industry, schools, employers and community stakeholders.
- Contribute to programme promotion, student recruitment and marketing activities.
- Participate in School, Faculty and organisational initiatives and meetings.
- Support effective management and utilisation of programme resources.

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

- Recent experience and knowledge of the Primary Industries sector.
- Broad horticulture and/or agriculture industry experience.
- Tertiary teaching experience desirable.
- Knowledge of curriculum development and programme design.
- Experience delivering face-to-face, blended and online learning.
- Experience using educational technologies, learning management systems and Microsoft Teams.
- Strong practical and technical capability within Primary Industries.
- Ability to design, develop and deliver effective learning programmes.
- Well-developed oral, written and interpersonal communication skills.
- Strong organisational, planning and administrative skills.
- Demonstrated ability to manage priorities and meet deadlines.
- Commitment to learner success and continuous improvement.
- Ability to build effective relationships with learners, colleagues and industry stakeholders.
- Understanding of and commitment to culturally responsive practice and Te Tiriti o Waitangi principles.
- Commitment to health, safety and environmental sustainability.
- New Zealand Certificate in Primary Industry Operational Skills (Level 3) or equivalent qualification with extensive relevant industry experience.
- Commitment to attaining an adult education or tertiary teaching qualification if not already held.

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	
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Developer	People and Culture Advisor
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