



## Position Description

### Form or Template HG184

#### Expressions of Interest Sport & Exercise Tutor

<b>Function:</b>	School of Health and Sport Science
<b>Reports to:</b>	Head of School, Health and Sport Science
<b>Location:</b>	Tairāwhiti Campus
<b>Arrangement:</b>	Part-time
<b>Date:</b>	June, 2026

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#### Pūtake | Purpose

To deliver an engaging and practical Trades Academy programme for secondary students aligned with unit standards in sport, fitness, recreation, and outdoor education. The role focuses on developing students' practical skills, confidence, and understanding through hands-on learning in areas such as injury prevention, outdoor preparation, basic exercise principles, officiating, coaching, and recreational activity planning, while supporting them to explore pathways into sport and outdoor-related fields.

#### Ngā Whanaungatanga | Working Relationships

**Internal:** Trades Academy students, Sport and Exercise Trades Academy Programme Coordinator, Business Relationship Unit, Trades Academy staff, Sport and Exercise tutors, Head of School and Assistant Head of School (School of Health and Sport Science), Dean (Faculty of Education, Humanities and Health Science), Faculty Administration Manager, Faculty Administration staff, and other Health and Sport Science academic and allied staff.

**External:** Academic Board, Local and National sports organisations

#### Mana Whakahaere | Resource Delegations

**Financial:** Not Applicable

**People:** Not Applicable

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#### Kawenga Mahi | Accountabilities

##### Course and Programme Development

- Participate in ongoing curriculum development for the Sport and Exercise Trades Academy programmes
- Participate in the development of course materials
- Participate in the ongoing development of new courses

##### Teaching and Learning

- Teach specific courses in the Trades Academy Sport programme

- Provide defined learning objectives and teaching plans in accordance with curriculum development
- Regularly review, update and revise teaching content and process relative to changing requirements
- 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
- Maintain professional standards of practice and act as a role model in teaching situations
- Provide relevant practical learning experience within the Institute and wider community, suited to students of a wide range of ages, life experience and cultural backgrounds
- Provide academic and pastoral support to students
- Liaise with industry representatives, as appropriate, in developing and arranging student learning experiences in the practice setting

#### **Teamwork**

- Liaise / coordinate with other team members to provide curricula for programmes
- Liaise / coordinate with other tutors in related subject areas to provide continuity and coherence in Health and Sport Science programmes

#### **Assessment and Evaluation**

- Participate in developing appropriate student assessments and in pre- and post-assessment moderation activities
- Maintain student evaluation procedures in line with Academic Regulations
- Ensure assessment reliability and validity
- Participate as required in regional/national external moderation

#### **Administration**

- Participate in student selection for Sport and Exercise programmes
- Maintain student records as per Regulations and Quality Management Systems
- Maintain course records, including lesson plans, evaluation tools, moderation tools, etc.
- Liaise with and advise Programme Coordinator/Head of School re resource requirements, including library resources, equipment, supplies, part-time staffing, etc. for budget planning
- Maintain and operate Institute administration policies and procedures as appropriate
- Attend Programme Team, Academic Committee, School and All-Staff meetings as required; record minutes; complete tasks as generated
- Respond to EIT directives and requests for information

#### **Marketing**

- Participate in the promotion and marketing of EIT as a learning institute which is responsive to community needs
- Participate in the marketing of Sport and Exercise programmes

#### **Personal and Professional Development**

- Support the mission statements, goals, objectives and philosophies of EIT, the Faculty of Education, Humanities and Health Science, and the School of Health and Sport Science
- Keep up to date with relevant social, professional, technical and educational developments through contact with relevant persons, reading and ongoing education
- Sport and Exercise CMR requirements

#### **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**

- Relevant Sport and Exercise qualification
- Strong organisational and administrative skills with the ability to manage multiple priorities
- Experience supporting students, ideally within a tertiary education or similar environment
- Excellent communication and interpersonal skills, with the ability to build rapport quickly
- Cultural competency, including experience working with Māori and Pasifika learners and an understanding of Te Reo me ōna tikanga
- Good digital literacy and the ability to use student management systems effectively

### **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.



<b>Document information – Office use only</b>	
<b>Document Name</b>	Position Description
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<b>Executive</b>	People and Culture Manager
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