

STUDY AND CAREER PREPARATION TUTOR – SERVICES PATHWAY

Function:	Trades and Technology
Reports to:	Head of School, School of Trades and Technology
Location:	Taradale
Arrangement:	Full-time
Date:	February, 2026

Kaupapa | Purpose

To teach study and career preparation subjects across a variety of subjects including but not limited to preparing students to join the services such as:

- New Zealand Police
- New Zealand Defence Force
- New Zealand Fire Service
- Correction Services
- Primary Industries – Fishery Officer
- New Zealand Customs.

Ngā Hononga Mahi | Working Relationships

Internal:	Faculty of Commerce and Technology Executive Dean, Assistant Head of School, Programme Coordinators, Academic Kaimahi, Faculty Administration, Akonga
External:	Defence Recruiting, New Zealand Defence Force (NZDF), Secondary School Technology departments and New Zealand Police

Mana Whakahaere | Resource Delegations

Financial:	Not applicable
People:	Not applicable

Ngā Mahi | Accountabilities

Student Learning

- Provide clearly defined learning objectives.
- 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.
- Maintain professional standards of practice and act as a role model.
- Provide relevant, practical learning experience, within the Institute and wider community, suited to students of a wide range of ages and life experiences.

Student Well-Being

- Assist students as required.
- Facilitate support and liaise with student support services.
- Mentor, guide and provide pastoral care to all students.

Evaluation/Assessment

- Participate in the preparation of marking and recording of tests, examinations, assignments, projects and task books.
- Regularly review, revise and update teaching content and process relative to changing requirements.
- Implement effective evaluation and assessment procedures.
- Participate in Internal Moderation Procedures.
- Participate in the collection of Resource for External Moderation purposes.
- Support the development of new programmes of study.

Personal/Professional Development

- Keep up to date with social, professional and technical developments relevant to teaching topics through community and/or industry contact, reading and where possible attend appropriate courses.
- Implement ongoing professional development objectives.
- Obtain New Zealand Certificate in Adult Tertiary Teaching or equivalent.

Administration

- Participate in the decision making process related to course structure, timetables, procedures and general activities within the Trades & Technology School, and meet agreed deadlines.
- Be responsible for the organisation of agreed appropriate courses.
- Maintain full and accurate student and programme records as appropriate.
- Implement the policies and procedures documented for the Faculty of Commerce and Technology.
- Attend Institute and staff meetings as appropriate.
- Maintain and operate Eastern Institute of Technology administrative policies and procedures as appropriate.
- Review own job description annually with the Head of School and work through the appraisal process.

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 | Skills, Experience, Knowledge and Qualifications

Knowledge And Experience

- Teaching experience **essential**
- New Zealand Defence Force experience **desirable**.

Skills

- Well developed oral, written and interpersonal skills **essential**.
- Good understanding of entry requirements for services.
- Administration and organisational skills required.

Special Aptitudes

- An ability to demonstrate to students the link between theoretical and practical aspects of career preparation.
- An appreciation of student learning and a commitment to improving student learning skills.
- Have a functioning network of contacts within services recruitment representatives.
- An ability to initiate new ideas in response to identified needs.
- Demonstrate a positive attitude to safety procedures.
- An understanding and appreciation of cultural issues and a commitment to the development of a culturally sensitive working and learning environment.
- Able to work effectively in a team environment.
- Able to set and achieve personal goals.
- Flexibility and ability to adapt to client needs, ie industry/students.
- Empathy with and appreciation of Maori and Pasifika languages and cultures.
- Able to relate to a wide variety of students, industry and staff members effectively
- Experience in physical training to enable students to achieve entry level fitness requirements.

Personal Attributes

- High degree of professional judgment and integrity.
- Friendly and approachable manner.
- Flexible and responsible.
- Reliable team player

Qualifications

Current tertiary teaching qualification
Eight - ten years experience in the NZDF **desirable**

Ko EIT Tātau | Values

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.