

Carpentry Tutor

Kaupapa | Purpose

Scope: To teach carpentry theory and practical subjects across all levels of carpentry.

Reports to: Assistant Head of School

Team: EIT | Te Pūkenga team

Location: Hawkes Bay

Remuneration: \$

Date:

Ngā Hononga Mahi | Working relationships

Internal: Other Tutors, Trades & Technology and, Faculty of Commerce and Technology, Administration Manager and Allied Secretarial and Technical Staff, Faculty of Commerce and Technology, Students, Carpentry Industry, Building and Construction Industry Training Organisation, Secondary School Technology departments

External: Other Tutors, Other Allied Staff

Resource delegations and responsibilities:

Ngā mahi | Do

STUDENT LEARNING

- Teach all carpentry unit standards in a project based teaching environment across all levels.
- 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 wide 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 an Adult Learning and Teaching Certificate 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.
- within desired timeframes.
- Arrange career support for the students as required

General

- Comply with EIT | Te Pūkenga policies and procedures.
- Contribute to a healthy workplace by implementing safe work practices and strategies to effectively manage personal wellbeing.

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 | Have

KNOWLEDGE AND EXPERIENCE

- Experience in the carpentry industry **essential**.
- Teaching experience in carpentry industry preferred.
- Relevant tertiary qualification **essential**.

SKILLS

- Extensive knowledge and practical skills in carpentry **essential**.
- Well developed oral, written and interpersonal skills **essential**.
- Administration and organisational skills required.

SPECIAL APTITUDES

- An ability to demonstrate to students the link between theoretical and practical aspects of carpentry.
- An appreciation of student learning and a commitment to improving student learning skills.
- Have a functioning network of contacts within the local industry and community.
- 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

PERSONAL ATTRIBUTES

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

QUALIFICATIONS

- Advanced Trade Certificate / National Certificate in Carpentry **essential**
- Licensed Building Practitioner **desirable**

Waiaero | Be

Use this section for non-leadership role

Authentic and Inclusive: Promote an environment of inclusion and authenticity, where all contributions are valued. Be courageous disrupt inequities for all, including Māori, Pacific and disabled peoples. Hold the conviction that meaningful partnerships with Māori/iwi will contribute to progress for all.

Connected: Integrate waiora-sustainable thinking into your everyday mahi, meeting the needs of the present, without compromising our ability to meet our needs for the future.

Collective: Maintain a focus on results and delivery to build a sustainable, world class, vocational education and training network. Lean into transformation, challenge the status quo and choose courage over comfort to create better results for EIT Te Pūkenga, employers, ākonga and their whānau.

Self-Awareness: Accept change with confidence, understanding how to create the conditions you and others need to thrive. Demonstrate humility, be reflective and self-aware, always seeking to grow personally.

Ako: Hold lifelong learning as vital in connection, hauora, and continuous improvement both personally and professionally. No matter your role, recognise your mahi contributes to making a positive difference for our ākonga and their whānau, and their ability to create thriving communities. Recognise Te Tiriti o Waitangi as a powerful mechanism for taking positive action in Aotearoa, and a pathway to achieve equity for all.

Mana tāngata: Contribute to a connected, creative, compassionate workplace, where teams are committed to growth, learning and achieving our shared purpose. Contribute to maintaining a safe

environment for learning and development, in all you do, including Te Tiriti, equity, academic and professional excellence. Recognise kaimahi and whānau wellbeing are interconnected, when we support personal and professional growth we contribute to Te Oranga/participation in society.