



Position Description

Form or Template HG184

Lecturer in Creative Practice (Music)

Function:	IDEASchool
Reports to:	Head of School, IDEASchool
Location:	Hawke's Bay
Arrangement:	Permanent, part-time
Date:	May, 2026

Pūtake | Purpose

Deliver teaching (lectures, tutorials, and technical instruction) to Level 3–7 music students in Hawke's Bay, and contribute to curriculum design, assessment, and evaluation within the IDEASchool music programme.

Ngā Whanaungatanga | Working Relationships

Internal:	Executive Dean, Head of School, Programme Leader IDEASchool, Faculty Administration Manager, Marketing and Student Support Staff, Lecturers in IDEASchool, Other Faculty Staff and Students
External:	Music Professional Bodies

Mana Whakahaere | Resource Delegations

Financial:	Not Applicable
People:	Not Applicable

Kawenga Mahi | Accountabilities

Curriculum Development

- Coordinate the planning, delivery, evaluation, and on-going development of the music discipline within relevant programmes in IDEASchool
- Provide leadership in the area of curriculum development to ensure course materials are of a high standard
- Actively participate in the ongoing development of course materials, new courses, and programmes.
- Participate in the compilation of Programme Annual Reports and other documentation required for the EIT academic and accreditation requirements and external monitoring agencies

Research

- Build and maintain a research portfolio that contributes to the reputation of EIT and IDEASchool
- Participate in the promotion of EIT's Research and Innovation Centre

- Actively participate in the ongoing development of research capability and collaboration in IDEAschool
- Identify opportunities for collaboration with external organisations and tertiary institutes locally as relevant.

Student Learning

- Provide clearly defined learning objectives and learning outcomes
- 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
- Maintain professional standards of practice and act as a role model
- Be committed to and have an understanding of 21st Century learning and teaching strategies. This includes blended/flexible delivery modes and the role of educational technologies in delivering and facilitating learning and teaching

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 programmes
- Assess performance of students and give appropriate feedback
- Monitor and review assessment and evaluation processes in line with academic regulations
- Undertake internal and external moderation of assessment
- Maintain full and accurate student records

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 / conferences
- Participate in relevant professional groups
- Undertake annual performance appraisal process
- Review own job description annually with Head of School
- Negotiate own training and development plan with Head of School arising out of formative appraisal process

Communication And Team Building

- Meet regularly with the teaching team within the School
- Meet regularly with the programme coordinator
- Attend institute, faculty, school meetings, and relevant advisory meetings
- Liaise with relevant individuals and groups in the community
- Maintain professional liaison with Marketing staff, International Office, and Student support staff
- Develop and maintain professional networks
- Develop positive and constructive working relationships with colleagues

Planning

- Prepare annual plan, weekly and daily plans as required to effectively teach the assigned classes

- 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

School 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 and Programme Coordinator to ensure all courses meet Academic Board requirements

Marketing

- Build and maintain strong industry relationships to enhance student recruitment opportunities
- Assist in the promotion and marketing of the courses and programmes at EIT
- Identify new course developments and markets in consultation with programme coordinator, Head of School and marketing section
- Assist with other promotional and marketing activities as appropriate

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 And Experience

- Extensive experience in teaching music to degree level. **Essential**
- Extensive knowledge and experience in using music technology with industry knowledge. **Essential**
- Experience and knowledge in postgraduate supervision. **Desired**
- Experience in music curriculum development. **Desired**
- Experience in relevant music digital applications. **Desired**

Skills

- Research informed and active. **Essential**
- Well-developed oral, written, interpersonal and leadership skills. **Essential**
- Proven ability to plan and meet deadlines. **Essential**
- Excellent organisational and administrative skills. **Essential**

Special Aptitudes

- An appreciation of student learning and a commitment to improving student learning skills
- An ability to initiate new ideas in response to identified needs
- Demonstrate a positive attitude to health and 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 student and industry needs
- Empathy with and appreciation of Māori language and culture

Personal Attributes

- High degree of professional judgment and integrity
- Friendly and approachable manner
- Flexible and responsive in a changing environment

Qualifications

- Relevant qualification to Masters level. **Essential**

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	HG184
Executive	People and Culture Manager
Owner	People and Culture Manager
Developer	People and Culture Advisor
Review Frequency	12
Last Review	19/02/2026
Next Review	19/02/2027