

 **JOB DESCRIPTION**

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| **Position Title:** | Fashion Lecturer  |
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| **Job Purpose:** | To fulfil the role of Fasion Lecturer in the Bachelor of Creative Practice (Fashion), and other IDEAschool programmes and courses as required. To engage in research. |
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| **Nature of Position:** | Permanent 0.5 appointment |
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| **Grade:** | Academic Staff Member or Senior Academic Staff Member |
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| **Appointment Salary Range:** | $61,000 - $78,000 gross full-time per annum  |
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| **Conditions of Service:** | EIT Academic Staff Collective Employment Agreement or EIT Academic Staff Individual Employment Agreement |
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| **Location:** | Taradale, Tairāwhiti and off-campus venues |
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| **Responsible to:** | Head of School |
| **Key Functional Relationships:** | Executive Dean Assistant Head of SchoolFaculty Administration ManagerProgramme AdministratorProgramme Co-ordinatorSite Coordinator, TairāwhitiMarketing and Student Support StaffOther Faculty StaffFaculty Research MentorStudents |
| **Other Functional Relationships:** | Industry, Education and Community OrganisationsProgramme Cluster CommitteeAdvisory CommitteeSecondary SchoolsOther Tertiary InstitutionsProfessional Bodies NZQA Advisory Groups |
|  | Other EIT staff |
| **Achievement Areas:** | Curriculum DevelopmentStudent LearningStudent Well-beingAssessment and EvaluationResearchPersonal/Professional DevelopmentCommunication and Team BuildingStaff AchievementPlanningSchool Service Standards and SupportMarketingResource ManagementGeneral |

**KEY TASKS**

**CURRICULUM DEVELOPMENT**

* Prepare and update appropriate curriculum for all courses in line with Academic Board requirements.
* Participate in the development of course materials.
* Participate in the ongoing development of new courses.

**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.
* Provide relevant practical learning experiences.
* 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 courses.
* 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

**RESEARCH**

* Plan annual and projected three year research output targets
* Demonstrate a commitment to undertake research and scholarly activity which meets PBRF requirements.
* Achieve an average of one and half research outputs per annum over those three years
* Ensure research is relevant to the needs of local industry and community by planning projects in collaboration with that sector
* Ensure that there is a growing balance in research outputs towards publications in favour of conference presentations

**PERSONAL/PROFESSIONAL DEVELOPMENT**

* Keep up to date with social, professional and technical and educational developments relevant to teaching topics through community and/or industry contact, reading, research 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 degree teaching team.
* Meet regularly with programme/stream coordinators.
* 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 section and student support staff.
* Develop and maintain professional networks.
* Develop positive and constructive working relationships with colleagues across all campuses.

**STAFF ACHIEVEMENT**

* Assist with orientation of new staff as required
* Provide support and assistance to less experienced 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 to ensure all courses meet Academic Board requirements.

**MARKETING**

* Assist in the promotion and marketing of the faculty courses and programmes and 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.

# RESOURCE MANAGEMENT

* Assist programme coordinator and Head of School to prepare for negotiation of annual budget.
* Ensure resources are fully and appropriately utilised.
* Assist in ensuring resources for the programme are managed to budget.

**GENERAL**

* Maintain and operate Institute administration policies and procedures as appropriate.
* Undertake other activities as may be required by the Head of School
* Provide a safe work environment through compliance with the Institute’s Health and Safety policy and procedures.

**Additional Information**

*The Eastern Institute of Technology is a subsidiary of Te Pūkenga, established 1 April 2020 as part of the Government Review of Vocational Learning (RoVE). The reforms bring New Zealand's Institutes of Technology, Polytechnics and Industry Training Organisations into a single institution. This major transformation will over time, change the way learning is provided, strengthen Te Tiriti o Waitangi relationships, and enhance our physical and digital presence and approach to engagement with employers and communities.*

*Once fully established on 31 October 2022 it is expected that Te Pūkenga will:*

* *be New Zealand’s largest tertiary education provider*
* *be the 35th largest tertiary education institute in the world*
* *have around 280,000 students and more than 10,000 staff across the country.*

*Note that all EIT staff employed on or before 31 October 2022 will be offered transfer into Te Pūkenga from 1 November 2022 with no change to terms or conditions of employment.*

**PERSON SPECIFICATION**

**POSITION: Fashion Lecturer**

## Knowledge and Experience

* Recent experience in the fashion industry/practice **essential**
* Wide range of fashion practice experiences **essential**
* Teaching experience at tertiary level **highly desired**
* Knowledge of curriculum development, preferably in the field of fashion **highly desirable**
* Experience in developing and/or delivering learning and teaching for a range of delivery modes, including face-to-face and online **highly desirable**.
* Experience of using educational technologies in learning and teaching practice. This may include, but is not limited to, learning management systems (e.g. Moodle/Blackboard), web conferencing & online facilitation tools (e.g. Adobe Connect, Wimba) and content authoring tools (e.g. Captivate, Camtasia, Articulate) **highly desirable**.

**Skills**

* Well developed oral, written, interpersonal and leadership skills **essential**
* Proven ability to plan and meet deadlines **essential**
* Good organisational and administrative skills **essential**
* Proven ability to plan and co-ordinate academic delivery and activities with successful outcomes for students
* Ability to design and implement appropriate curricula

**Special Aptitudes**

* An ability to participate fully as a team member within the programme and the Faculty
* An understanding and appreciation of student learning and commitment to improving student learning skills
* Committed to designing and delivering quality programmes at all levels
* An understanding and appreciation of cultural issues and commitment to the development of a culturally sensitive working environment
* Empathy with and appreciation of Maori language and culture

**Personal Attributes**

* High degree of professional judgement and integrity
* Friendly and approachable manner
* Flexible and responsive
* Innovative with strong self motivation

**Qualifications**

* Bachelor’s degree in Creative Practice or a related area **highly desired**
* Teaching qualification an advantage