



## Assistant Head of School – Education, Social Sciences and Veterinary Nursing

*Te Aho a Māui*

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### Kaupapa | Purpose

To assist the Head of School to provide leadership, management and teaching within Te Kura Kaupapa Mātauranga, Pāpori | School of Education and Social Sciences, and Te Whare Tiaki Kararehe | Centre for Veterinary Nursing, across the Hawke's Bay and Tairāwhiti, campuses.

**Reports to:** Head of School, Education, Social Sciences and Veterinary Nursing

**Team:** EIT Faculty of Education, Humanities and Health Science

**Remuneration:** Negotiable on experience and qualifications

**Date:** Begin January 2026, or by negotiation.

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### Ngā Hononga Mahi | Working relationships

**Internal:** Executive Leadership team, Faculty Management Team, Campus Directors, Head of School, Programme Coordinators, Programme Leaders, School of Trades and Technology Academic Staff, other EIT Managers and Internal EIT Staff, and Students.

**External:** Other divisions, professional bodies, government departments, ākonga, relevant external industry stakeholders and committees, employers, Pacific Islands contractors and suppliers.

#### Resource delegations and responsibilities:

**Financial:** TBD

**People:** 30-40 (direct and indirect reports)

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### Ngā mahi | Do

- Support the Head of School in the development and implementation of the School of Education, Social Sciences and Veterinary Nursing Annual Plan, achieving performance targets and objectives, as designated.
- Teach within the School as required.
- Support the Head of School to monitor and manage income, operational and staffing expenses, and resources following faculty targets.
- Support the Head of School in association with the Programme Coordinators, to develop programme delivery plans that are consistent with programme aims, philosophy, curricular approach, policies and procedures.
- Ensure the School reflects a commitment to quality education and service, including liaison with

relevant stakeholders.

- Build and maintain excellent relationships with external stakeholders.
- Be responsible for ensuring effective management of programme delivery, internal and external moderation, and evaluation consistent with programme aims, philosophy, curricular approach, contracts, Academic Board, and NZQA.
- Support Programme Leaders and Programme Coordinators to achieve successful NZQA approvals and accreditations, including adherence to audits and monitoring processes.
- Work with Programme Coordinators to ensure processes such as programme evaluations, feedback, and Action Plans; lecturer evaluations; internal and external moderation; programme changes; annual reports and reports to monitors and others as required are effectively coordinated and managed.
- Work with organisational Education Advisors to guide ongoing curriculum development and new course/programme development.
- Convene regular and effective School meetings, and attend/serve on other academic, teaching and learning groups as appropriate.
- Provide effective assistance in line management within the School of Education, Social Sciences and Veterinary Nursing including assisting with recruitment and appointment of new staff, orientation, mentorship, probation, and performance review processes.
- Meet regularly with teaching team members to discuss activities, plans, and progress towards objectives.
- Participate in the Faculty Management Team to share information, and to inform strategic, developmental, and collegial work.
- Effectively communicate with teams, School, and Faculty staff, across the Institute and with stakeholders.
- Support the development of and evolve ongoing School/programme marketing plans in association with the team and Marketing Manager.
- Liaise, build, and maintain connections with industry and other effective stakeholder relationships.
- Undertake additional responsibilities or tasks relating to the position as requested by the position 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.

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## Pūkenga | Have

- A relevant qualification (Masters or equivalent essential) or equivalent level of knowledge.
- Proven experience in leadership and management.
- A commitment to honouring the intent of Te Tiriti a Waitangi in daily practice.
- Knowledge and experience of curriculum and programme development within undergraduate education, social sciences and/or veterinary nursing education frameworks.
- An understanding of the principles of cultural safety, a commitment to the development of a culturally safe working and learning environment, and a commitment to parity of student success.
- An appreciation of te reo me ōna tikanga Māori.
- Ability to inspire and lead colleagues.
- Ability to plan, organise and achieve objectives.
- Ability to relate to staff and students at all levels.
- Ability to network with public, private, voluntary and iwi health and disability-related agencies.
- High degree of professional judgement, personal initiative, commitment, and integrity.

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## Waiaro | Be

**Authentic and Inclusive:** Promote an environment of inclusion and authenticity, where all contributions are valued. Be courageous to 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 waiaro-sustainable thinking into your everyday mahi, meeting the needs of the present, without compromising our ability to meet our needs for the future.

**Collective:** Seek progress over perfection, moving forward with aroha, empathy and persistence. 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, employers, ākonga and their whānau.

**Self-awareness:** Navigate yourself, and lead others through 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 and as a leader.

**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. Create 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.