



## Position Description

### Form or Template HG184

#### LECTURER IN TOI MĀORI)

<b>Function:</b>	Toihoukura
<b>Reports to:</b>	Head of School Toihoukura
<b>Location:</b>	Tairawhiti Campus
<b>Arrangement:</b>	Full-time
<b>Date:</b>	April, 2026

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#### Pūtake | Purpose

To deliver lectures, workshops, wānanga, tutorials and technical skills to Toihoukura students based in Tairawhiti in the fields of Māori visual arts, Māori fibre arts (traditional and contemporary).

#### Ngā Whanaungatanga | Working Relationships

Internal:	Executive Dean Head of School Programme Leader Toihoukura Tauawhi Kura Faculty Administration Research and Innovation Centre staff Marketing and Student Support Staff Lecturers in Toihoukura Other Faculty Staff Ākonga
External:	Professional Toi Māori Bodies Other Creative Institutions (NZ and China) Art Education networks Community stakeholders Iwi

#### Mana Whakahaere | Resource Delegations

Financial:	Not applicable
People:	Not applicable

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#### Kawenga Mahi | Accountabilities

##### KEY TASKS

##### CURRICULUM DEVELOPMENT

- Coordinate the planning, delivery, evaluation, and on-going development of Māori visual arts discipline for delivery at Toihoukura
- 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 Toihoukura
- Participate in the promotion of EIT's Research and Innovation Centre
- Actively participate in the ongoing development of research capability and collaboration in Toihoukura
- Identify opportunities for collaboration with external organisations and tertiary institutes locally and internationally 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 understanding of 21<sup>st</sup> Century learning and teaching strategies 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
- Implement intergenerational and peer-support frameworks to strengthen student engagement and learning outcomes

#### **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/Leader 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**

- Expertise in Te Whare Pora methodology and Māori fibre arts, including traditional techniques and contemporary fibre art practice. **Essential**
- Knowledge of pūrākau and tikanga Māori to inform creative practice. **Essential**
- A portfolio of design work relevant to the design industry. **Essential**
- Experience and knowledge in postgraduate supervision. **Desired**
- Experience in design curriculum development. **Desired**

### **SKILLS**

- Research informed and active (including creative practice-based research). **Essential**
- Well-developed teaching skills. **Essential**
- Well-developed oral, written, interpersonal and leadership skills. **Essential**
- Well-developed capacity to monitor and support student progress, tracking development in studio practice, research, exhibitions, and academic outcomes. **Essential**
- Excellent organisational and administrative skills. **Essential**

### **SPECIAL APTITUDES**

- Able to Implement intergenerational and peer-support frameworks to strengthen student engagement and learning outcomes
- 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 ākongā, 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 ākongā 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.

<b>Document information – Office use only</b>	
<b>Document Name</b>	Position Description
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<b>Executive</b>	People and Culture Manager
<b>Owner</b>	People and Culture Manager
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