

## JOB DESCRIPTION

<b>Position Title:</b>	Plumbing, Gasfitting and Drainlaying Tutor
<b>Job Purpose:</b>	To develop and teach theory and practical subjects in the Plumbing and Gasfitting and Drainlaying programmes
<b>Grade:</b>	Academic Staff Member.
<b>Appointment Salary Range:</b>	\$65,000 - \$70,000 gross per annum
<b>Conditions of Service:</b>	EIT Academic Staff Members Collective Employment Agreement or EIT Academic Staff Members Individual Employment Agreement.
<b>Location:</b>	Taradale Campus and off campus venues
<b>Responsible to:</b>	Assistant Head of School, Trades and Technology
<b>Key Functional Relationships:</b>	<ul style="list-style-type: none"> <li>- Other Tutors, Trades &amp; Technology and Faculty of Commerce and Technology</li> <li>- Administration Manager and Allied Secretarial and Technical Staff, Faculty of Commerce and Technology</li> <li>- Students</li> <li>- Programme Coordinator</li> </ul>
<b>Other Functional Relationships:</b>	<ul style="list-style-type: none"> <li>- Other EIT tutorial and allied staff</li> <li>- Industry, Education and Community Organisations</li> <li>- Secondary Schools</li> <li>- Other tertiary institutions</li> <li>- Advisory Committee</li> </ul>
<b>Achievement Areas:</b>	<ul style="list-style-type: none"> <li>- Curriculum Development</li> <li>- Student Learning</li> <li>- Student Well-being</li> <li>- Evaluation / Assessment</li> <li>- Personal / Professional Development</li> <li>- Communication and Team Building</li> <li>- Planning</li> <li>- School Service Standards and Support</li> <li>- Marketing</li> <li>- Resource Management</li> <li>- General</li> </ul>

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## **KEY TASKS**

### **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 21<sup>st</sup> 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.

### **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.

### **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 Assistant 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 Assistant Head of School.
  - Attend institute, faculty, school meetings and relevant advisory meetings.
  - Liaise with relevant individuals and groups in the community.
  - Maintain professional liaison with Marketing staff and student support staff.
  - Develop and maintain professional networks.
  - Develop positive and constructive working relationships with colleagues across all campuses.
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**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 Assistant Head of School, Head of School and marketing section.
- Assist with other promotional and marketing activities as appropriate.

**RESOURCE MANAGEMENT**

- Assist Assistant Head of School 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 required by the Head of School.
  - Provide a safe work environment through compliance with the Institute's Health and Safety policy and procedures.
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## PERSON SPECIFICATION

**Position:** Plumbing, Gasfitting and Drainlaying Tutor

### KNOWLEDGE AND EXPERIENCE

- Experience in the plumbing, gasfitting and drainlaying industry **essential**.
- Teaching experience preferred.
- Relevant plumbing qualification **essential**.

### SKILLS

- Extensive knowledge and practical skills in plumbing, gasfitting and drainlaying **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 plumbing, gasfitting and drainlaying.
- 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 language and culture.

### PERSONAL ATTRIBUTES

- High degree of professional judgment and integrity.
- Friendly and approachable manner.
- Flexible and responsible.
- Passion for teaching.

### QUALIFICATIONS

- Qualifications in Plumbing and Gasfitting preferably at an advanced level **essential**.
  - Current registered licensed plumber and gasfitter **essential**.
  - Qualification in Drainlaying preferably at an advanced level desirable.
  - Current registered certifier plumber and gasfitter desirable.
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