

# Academic Staff Member

---

## Kaupapa | Purpose

- To create a positive and supportive learning environment by using effective teaching strategies and promoting learning consistent with student needs and professional standards to ensure successful student outcomes
- To contribute positively and appropriately as a member of a teaching team
- To fulfil necessary administrative, research and course development obligations

**Reports to:** Team Manager

**Team:** Wintec

**Remuneration:** IEA Band 5 (\$77,500 to \$96,800)

---

## Ngā mahi | Do

Teaching Quality

Facilitating Learning:

- Applies a variety of quality teaching and learning strategies underpinned by sound educational theory
- Delivers high quality learning experiences using a variety of technology that provides for individual learning needs, incorporates literacy and numeracy, and enables students to demonstrate their knowledge and skills
- Develops and maintains supportive relationships with and between learners by ensuring a culturally safe learning environment that accommodates a wide range of perspectives
- Provides for individual learning and pastoral care needs and refers ākonga to appropriate support services as required

### Planning and Preparation

- Plans and prepares in advance current teaching resources, lesson plans, learning outcomes, effective blended delivery methods and effective assessment methods etc, for all modules
- Regularly reviews and updates content and teaching resources incorporating feedback from ākonga, iwi, hapu, industry and other stakeholders

### Discipline and Subject Area:

- Maintains up to date knowledge in subject area and utilises this knowledge in course material
- Shares discipline knowledge and best practice with colleagues
- Maintains discipline currency through professional development and engagement with industry
- Ensures professional/industry certification is maintained

### Curriculum Development and Flexible Delivery Design:

- Participates in the development and facilitation of blended learning programmes

### Assessment of Student Learning:

- Applies a variety of formative and summative assessment tools that are valid, sufficient, fair and transparent
- Informs students of assessment criteria and scheduling in a timely manner, ensures students receive constructive feedback on their progress
- Participates in institutional internal and external moderation activities for example, pre-delivery checks, pre- and post- moderation

## Development

### Reflective Practitioner:

- Regularly engages in critical reflection of own teaching practice using formal and informal feedback and self-reflection
- Ensures the aspects of diversity, international student experience, Māori learners and Treaty based practice is applied to own teaching practice
- Engages in peer support, observation, mentoring and/or peer review exercises, and is sought by students for expertise in subject area and/or teaching practices

### Professional Development

- Participates in Wintec and other professional development activities in their own discipline and as a tertiary educator to maintain currency and meet strategic priorities
- Applies these learnings to enhance educational outcomes
- Completes tutor training requirements, i.e. ATTP Level 5 or equivalent, and holds or is currently studying towards one qualification higher than the level being taught
- Regularly engages with industry, community, employers, and field of practice

### Organisational Commitment

- Fulfils the requirements of Wintec's systems, practices and legislative obligations by ensuring administrative responsibilities, internal and external moderation, monitoring and review requirements are completed
- Participates in School/Centre promotional and graduation activities, and in the broader professional and academic life of Wintec
- Understands Wintec's strategic priorities and values and includes these in individual and team work activities
- Works in a manner that embraces the Wintec values

## Research, Rangahau and Technology Transfer

- Applies current research to teaching practice
- Participates in research and/or rangahau and/or consultancy as part of the School/Centre's research and rangahau plan
- Shares the results of research within the team

## **Health and safety management accountabilities are understood and applied.**

### **Individual and staff H&S outcome and objectives**

- Significant hazards in the area of responsibility are identified, documented and reviewed annually or as new hazards emerge
- Significant hazards are eliminated, isolated and/or risk minimized
- Staff in the area of responsibility are involved in the hazard management

### **Wintec culture**

- Observes Wintec's mission, strategies, priorities and values in all activities
- Follows all Wintec and Te Pūkenga's policies and procedures and legislative obligations
- Demonstrates an understanding and commitment to the principles of the Treaty of Waitangi and Equal Employment Opportunities (EEO)
- Demonstrates an understanding of and commitment to Wintec | Te Pūkenga mission, strategies, priorities and values
- Promotes equity and diversity in the workplace; builds mutual trust; and treats kaimahi equitably, transparently, fairly and in a culturally appropriate manner
- Undertakes continuous improvement and development of systems, procedures and service to ensure Wintec maintains and develops its position as a leading provider of vocational education and training

### **Other duties**

- Performs other duties as may be reasonably required from time to time

## **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.

---

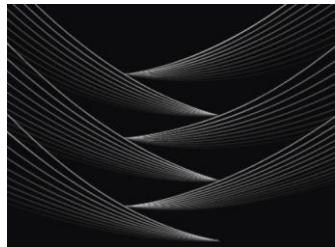
## **Pūkenga | Have**

### **Education, Training and Experience**

- Certificate in Adult Teaching or equivalent
- Tertiary qualification one level above the level required to teach
- Holds current certification, license, registration application to the position (e.g. electrical, nursing, building practitioner, forklift, first aid)
- Experience with learning technologies e.g. Moodle, Blackboard
- Experience training, coaching or facilitating
- Able to exercise judgement in problem solving
- Ability to be innovative, to question the status quo and to adapt to changing circumstances
- Ability to use initiative
- Highly developed interpersonal and relationship skills
- Demonstrated ability to work with colleagues to resolve issues and meet agreed outcomes

---

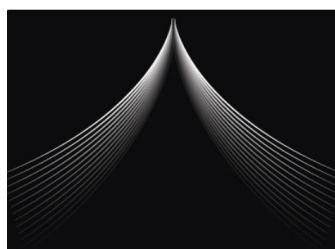
## Wintec Values



Manawa nui describes the behaviour of a person or group that embodies manaakitanga (kindness), humility, patience, respect, tolerance and



Manawa roa describes the behaviour of a person or group that embodies staying power, resilience, fortitude, grit and doing what needs to be done to achieve the collective goal.



Manawa ora describes the behaviour of a person or group that embodies the act of breathing life into all aspects of another life form.

---

## Ngā Hononga Mahi | Working relationships

### **Internal:**

Academic Staff / Administration Staff / Advisors/Consultants / Dean of Faculty /  
Department Managers / Directors / Heads of School/Centre Directors / Team  
Managers/Team Leaders/Coordinators

### **External:**

Business / Industry / Community / Employers and employer groups / Government  
agencies / ITOs / SAWIT / Ākonga / learners

**Resource delegations and responsibilities:**

**Financial:** Nil

**People:** Nil