

# Academic Learning Advisor

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## Kaupapa | Purpose

- To build student academic capabilities by providing academic learning support for undergraduate and post graduate students across the whole organization
- 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, and guide the academic direction of Student Learning Services
- To fulfil necessary administrative, research and course development obligations

**Reports to:** Student Learning Services Manager

**Team:** Wintec

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

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## 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 generic and academic literacy, 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 and

provides for individual learning and support needs;

- Plans and prepares in advance current teaching resources, lesson plans, learning outcomes, effective flexible and contextualized delivery methods;
- Responds to student feedback by reviewing and updating teaching resources to ensure ongoing improvement of teaching content;
- Builds students' academic capability by using strategies that encourage independence;
- Maintains up to date teaching and learning practices. Contextualizes this knowledge with the students' course content. Shares knowledge with colleagues.

#### 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;
- Professional Development
- Participates in Wintec and other professional development activities in their own discipline and as a tertiary educator to maintain currency meet strategic priorities;
- Applies these learnings to enhance educational outcomes;
- Completes tutor training requirements, i.e. CATE or equivalent, and holds or is currently studying towards one qualification higher than the level being taught;

#### 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.

#### Academic Leadership

- Ensures the unit's teaching practice is aligned with industry best practice guidelines. Leads the academic development of the team;
- Engages in peer support, observation, mentoring and/or peer review exercises, and is sought by students for expertise in academic literacies and/or teaching practices.

#### Research and Technology

- Applies current research to teaching and educational pedagogy to teaching practice;
- Recently or currently research active. Shares the results of research within the team;
- Participates in research as part of Student Learning Services Professional Development plan;
- Has experience and confidence to participate in learning technologies.

### **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'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 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.

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## **Pūkenga | Have**

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

Education/training

- Postgraduate research qualification, preferably at Masters' level;

- Certificate in Adult Teaching or teaching qualification, preferably from New Zealand.

### Experience

- Recent experience teaching in the tertiary sector;
- Experience in teaching and facilitating large groups of students; Experience working with post graduate students;
- Experience in teaching EAL and International students.

### Typical knowledge, skills and attributes

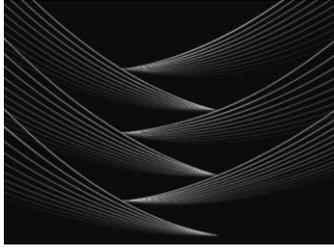
- Highly developed interpersonal and relationship skills with both staff and students;
- Ability to work well in a team environment; Able to exercise judgement in problem solving;

Demonstrate student-centred values;

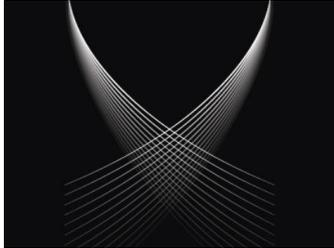
- Ability to motivate students;
- Ability to be innovative, to question the status quo and to adapt to changing circumstances;
- Ability to use initiative;
- To have a clear academic direction for the future;
- Demonstrated ability to work with colleagues to resolve issues and meet agreed outcomes.

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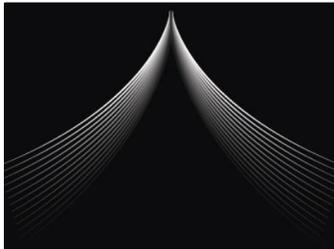
## Wintec Values



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



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.

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## Ngā Hononga Mahi | Working relationships

### Internal:

Academic Staff / Administration Staff / Advisors/Consultants / Department Managers /  
Team Managers/Team Leaders/Coordinators

### External:

Ākonga / learners

### Resource delegations and responsibilities:

**Financial:** Nil

**People:** Nil