

**Job Description**

**Position Title:** Tutor, Foundation Skills (Styling)

**Conditions of Service:** EIT Academic Staff Members’ Collective Employment Contract or EIT Individual Employment Agreement

**Location:** Tairāwhiti Campus and various community locations

**Responsible to:** Assistant Head of School, School of Health and Sport Science

**Responsible for:** Teaching on Foundation Skills (Styling) programme, and other programmes as agreed

 Providing academic guidance to current and prospective students

 Providing pastoral support to current students

 Participating fully as a team member in a diverse School and Faculty

 Guest lecturers, as agreed with Head of School

 Attending community events, as part of strategic community relationships

**Key Functional** Foundation Skills (Styling) students

**Relationships:** Foundation Skills ProgrammeCoordinator

Foundation Skills tutors

 Head of School, School of Health and Sport Science

 Assistant Head of School, School of Health and Sport Science

 Dean, Faculty of Education, Humanities and Health Science

 Faculty Administration Manager

 Faculty Administration staff

 Other Health and Sport Science Academic and Allied Staff

**Other Functional** Allied and other Academic Staff at EIT

**Relationships:** Pouwhirinaki and Pacifica support services

 Youth Advisor Liaison

 Disability support services

 Kaumatua

 Academic Board

 Advisory Committee

 Local and national industry organisations

**Scope:** Teaching on the Foundation Skills (Styling) programme and other related programmes as agreed

 Academic advice to current and prospective students

 Pastoral support for current students

**Achievements Areas:** Course and Programme Development

Teaching and Learning

 Teamwork

 Assessment and Evaluation

 Administration

 Marketing

 Personal and Professional Development

 General

**Key Tasks:** **Course and Programme Development**

* Participate in ongoing curriculum development for the Foundation Skills (Styling) programmes and for other related programmes as appropriate
* Participate in the development of course materials
* Participate in the ongoing development of new courses

**Teaching and Learning**

* Teach specific courses in Foundation Skills (Styling) and other programmes as agreed
* Provide defined learning objectives and teaching plans in accordance with curriculum development
* Regularly review, update and revise teaching content and process relative to changing requirements
* 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 in teaching situations
* Provide relevant practical learning experience within the Institute and wider community, suited to students of a wide range of ages, life experience and cultural backgrounds
* Provide academic and pastoral support to students
* Liaise with industry representatives, as appropriate, in developing and arranging student learning experiences in the practice setting

**Teamwork**

* Liaise / coordinate with other team members to provide curricula for programmes
* Liaise / coordinate with other tutors in related subject areas to provide continuity and coherence in Health and Sport Science programmes

**Assessment and Evaluation**

* Develop appropriate student assessments and participate in pre- and post-assessment moderation activities
* Maintain student evaluation procedures in line with Academic Regulations
* Ensure assessment reliability and validity
* Participate as required in regional/national external moderation

**Administration**

* Participate in student selection for the Foundation Skills (Styling) programme
* Maintain student records as per Regulations and Quality Management Systems
* Maintain course records, including lesson plans, evaluation tools, moderation tools, etc.
* Liaise with and advise Programme Coordinator/(Assistant) Head of School re resource requirements, including library resources, equipment, supplies, part-time staffing, etc. for budget planning
* Maintain and operate Institute administration policies and procedures as appropriate
* Attend Programme Team, Academic Committee, School and All-Staff meetings as required; record minutes; complete tasks as generated
* Respond to EIT directives and requests for information

**Marketing**

* Participate in the promotion and marketing of EIT as a learning institute which is responsive to community needs
* Participate in the marketing of the Foundation Skills (Styling) programme

**Personal and Professional Development**

* Support the mission statements, goals, objectives and philosophies of EIT, the Faculty of Education, Humanities and Health Science, and the School of Health and Sport Science
* Keep up to date with relevant social, professional, technical and educational developments through contact with relevant persons, reading and ongoing education

**General**

* Maintain and operate according to Institute administration policies and procedures as appropriate
* Undertake other activities as required by the (Assistant) Head of School
* Develop constructive and positive working relationships with colleagues across all campuses

**Person Specification**

**Position: Foundation Skills Tutor**

**Knowledge and experience**

* Wide range of practice experiences essential.
* Teaching experience at tertiary level highly desired.
* Knowledge of curriculum development, preferably in foundation education in the context of health, beauty, hair and/or personal styling highly desirable.
* Experience in developing and/or delivering learning and teaching for a range of delivery modes, highly desirable.
* Experience of using educational technologies in learning and teaching practice

**Skills**

* Extensive knowledge and practical skills in foundation education, essential.
* Well-developed oral, written, interpersonal and leadership skills, essential.
* Proven ability to plan and meet deadlines, essential.
* Good organisational and administrative skills, essential.
* Knowledge and understanding of the application of a range of teaching techniques, highly desired.
* Ability to design and implement appropriate curricula, preferred.
* Proven ability to plan and co-ordinate academic delivery and activities with successful outcomes for students, highly desired.

**Special aptitudes**

* An ability to demonstrate to students the link between theoretical and practical aspects of foundation education in context of health, beauty, hair and/or personal styling
* 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 client needs, i.e. industry/students.

**Personal attributes**

* High degree of professional judgment and integrity.
* Friendly and approachable manner.
* Flexible and responsible.

**Qualifications**

* Experience in Foundation Education essential
* Training or qualification in Literacy and Numeracy preferred
* Relevant adult education qualification preferred
* Background in health/beauty/hair/personal styling preferred but not essential