



COMMUNITY COLLEGES
NEW ZEALAND

Position Description for:

Position Title: **Tutor**

Responsible to: College Manager

Community Colleges New Zealand provides an environment where we:

- Recruit, support and retain our clients and students by assisting them academically, socially and professionally
- Provide qualifications, literacy/numeracy and work readiness training, which aligns with our local tertiary and industry requirements
- Strive to meet or exceed our contractual and performance targets
- Live by the values 'Respect, Integrity and Responsibility' that underpin our organisation
- Act with respect to our Code of Conduct

As each College has a relatively small team, it is important that all our employees work cohesively to support one another to provide a high level of service to our students/clients, organisation and providers. In addition to working towards these common goals the focus areas of your role within the College is:

Focus Area	Guidelines
Student support and work readiness training	<ul style="list-style-type: none">• Learners are given a friendly and thorough orientation to the College and what is on offer.• Contribute to the College in a way that ensures it is a positive, lively and exciting training environment which enhances learning.• Be a positive role model for learners, demonstrating appropriate and professional attitudes and behaviours for them to follow.• Assist learners to understand what behaviours are acceptable and their rights and responsibilities.• Recognise cultural differences so that cultural values are nurtured and learners are encouraged to develop an appreciation of cultural diversity.• As part of the team, motivate and encourage learners to develop their skills and knowledge and increase their level of commitment and achievement.• Assist with the recruitment of new students onto our programmes.

Student support and work readiness training continued...

- Develop and implement ways of recognising and celebrating learners' achievements (employment or educational outcomes and personal development, e.g. graduations, employment celebrations etc.)
- Assist learners to develop job search skills, creating a CV, and with their presentation and interviewing skills. If appropriate and approved by your College Manager, bring in external providers to assist with job search training.
- Encourage and assist learners with developing a pathway, be it into employment or further training and support the learner to achieve their goals.
- Seek advice from Recruitment Coordinator, Tutorial Support or College Manager on situations where you need more guidance.

Programme delivery and review

- Ensure the necessary documentation is completed by the learner and actioned as appropriate.
- Instruct, supervise, manage and assist learners to complete NCEA and meet LNAAT requirements.
- Plan and deliver the programme.
- Maintain attendance register.
- Follow procedures for purchasing and resourcing items for your programme.
- Ensure resources are available for your programme.
- Work with College Manager, Tutorial Support and other tutors to meet the requirements of contracts held with TEC and MSD.
- Work in accordance with the College Quality Management System and accepted best practice.
- Assist College Manager to review your programme and provide input into its improvement.

Assessment and moderation

- Provide assessment opportunities and assess student performance against NQF unit standards or defined learning outcomes.
- Participate in moderation both internally and externally.
- Report internally on assessment information.
- If students are unable to complete assessments, talk through the reasons and seek assistance from Tutorial Support, Recruitment Coordinator or Service Centre.

Health and Safety

- Take reasonable action to ensure your and others safety at all times

Manage relationships

- Develop and maintain strong relationships within your College, with other Colleges and the Service Centre.

Manage relationships continued	<ul style="list-style-type: none"> • Develop and maintain a strong relationship with your local industry, ITO and other training providers. • Consult with College Manager on key decisions or difficult situations.
Documentation and data management	<ul style="list-style-type: none"> • Assist the Recruitment Coordinator, Administrator, or Tutorial Support to complete documentation that relates to our contractual requirements. • Maintain the administration filing system.
Other	<ul style="list-style-type: none"> • Achieve NCALE qualification.

Youth Guarantee - KPI's as per TEC contract:

- NCEA and completion of programme
- Credit achievement
- Employment outcome or pathway into further education or training

SAC - KPI's as per TEC contract:

- Completion of Courses and Programme
- Transition into higher education or other outcome

Work and Income programmes: TFW, Skills for Industry, other:

- Contracted outcomes in completions, outcomes and reporting

Additional Duties

The above list is not absolute and you will be expected to carry out other tasks that are in keeping with your team's objectives, your skill level and the needs of our organisation.

There may be other skills that you are able to offer our organisation, which can be discussed with the College Manager and listed below:

Signed: _____ Date: _____

Employee

Signed: _____ Date: _____

For Community Colleges New Zealand Ltd