**JOB DESCRIPTION**

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| **Position Title** | Tutor |
| **Group/Business Unit** | *Early Childhood Education* |
| **Location** | Hawkes Bay/Auckland/Wellington |
| **Date** | Jan 2019 |
| **Reports To** | Head of Department Foundation |

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| **Our purpose**  Workforce Development is a Tertiary Education Organisation (TEO) whose core purpose is to provide innovative education, training, support and resources. This is achieved by providing products and services based on sound educational practices, which serve the needs of clients.  In its growth, the Company has developed a depth and breadth of experience and is committed to the provision of education and training opportunities that empower people and that provide value to the business community. The range of activities includes both qualification and non-qualification based training in key vocational and social contexts and training resources from foundation to level six. |

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| **Position purpose**  The key function of this position is to provide tutoring and facilitation of programmes to students within Early Childhood Education (ECE) area, specifically, to tutor students and develop skills in unit standards based ECE programmes level 3 and 4.  The aim of all Workforce Development programmes is to encourage students into further educational opportunities, and/or industry based employment. |

**Dimensions of the position**

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| Number of direct reports | 0 |
| Total number of indirect reports | 0 |
| Operating budget | 0 |
| Other | 0 |

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| **Important relationships**  **Internal**   * Students/learners * Head of Department Foundation * Head of Department Social Services * Head of Department Community & Work * Head of Department Care Services * Registrar * Head of School * Tutors * Students * Campus Admin * Human Resources * Finance * Senior Admin/Quality Assurance * Sales and Marketing Manager * Sales and Marketing Assistant | |
| **External**   * Student placement organisations * Industry Training Organisations * Potential Students * Outside agencies * Schools | |
| **Key areas** | **Key deliverables/outcomes** |
| Operations | * Delivering and assessing a range of unit standards from the National Qualifications framework, in particular the National Certificate in Early Childhood Level 3 and the Provider Certificate in Early Childhood Level 4. * Delivery within other programmes as required * Creating, monitoring and reviewing individual pathways plans with each student. * Develop relevant module resources * Coordinating weekly timetables * Involvement in a range of activities including:   Unit standard assessment writing and/or updating  Internal moderation  Professional Development  Internal committees  Development of new programmes  Projects to enhance teaching  Attendance at meetings as required  Creating resources |
| Quality Assurance | * Completing all administrative and compliance requirements * Ensuring the delivery meets NZQA and Industry requirements * Monitoring, reviewing and reporting on student progress and outcomes. * Ensuring programmes have literacy and numeracy development integrated and reflected in the students individual learning needs. |
| Business Development | * Liaison and creation of opportunities with other tutors, outside agencies, employers, industry training organisations and community facilities * Assist the Sales & Marketing Manager to achieve recruitment targets. * Responsible for enrolment of students with the support of the Head of Department Care Services. |
| Targets/Key Performance Indicators (KPIs) | * Achievement of programme enrolment/recruitment target of ECE level 3 – 12 learners per program delivery.   ECE level 4 – 12 learners per program delivery.   * Retention of learners as instructed to achieve full consumption. * Achievement of qualification and course completions to the company target of 80%+. * Achievement of mandatory performance commitments as per TEC fund requirements. * Any other programme KPI as required   *Please note: consumption targets are the ‘default target number’, and/but may alter against the PDS and company need. Where numbers change, such would be communicated to staff in advance of being set down.* |

**Person specification and competencies**

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| **Qualifications and technical skills**  **Essential**   * Diploma ECE level 5 or Higher * Adult teaching qualification/or higher/or working towards * Unit Standard 4098/or working towards * Drivers license |
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| **Capabilities required for effective performance in the position**   * Ability to relate to client group and to identify and provide strategies for learners wanting to train/gain employment. * Ability to structure educational interventions to support successful employment outcomes. * Ability to meet identified targets and KPIs * Good proven student engagement * Good administrational skills * Excellent time management   Ability to adapt |
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