# Job Description

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| **Position Title** | Activity Led Training Tutor |
| **Group/Business Unit** | *Foundation* |
| **Location** | Hawkes Bay |
| **Date** | June 2021 |
| **Reports To** | Head of Department Foundation |
| **Position purpose** | The key function of this position is to support the delivery of a whenua based programme through activity led experiences to help students become confident, independent individuals that pathway to further studies and/or industry based employment. |

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| **WHAT WE DO**  Workforce Development Ltd helps people develop skills they need for work or future study.  Whether they want to enter the workforce, learn new skills, get back to work, or find a new career to be passionate about, Workforce Development helps them get there.  We’ve been providing opportunities to learn and grow for individuals, communities, businesses and government departments for more than 25 years. We offer a friendly, personalised and supportive service to guide students on their journey into the workforce and beyond.  We offer a range of courses from hospitality, youth guarantee to youth work, early childhood education, and community and workplace training.  For more information visit – [www.workforce.ac.nz](http://www.workforce.ac.nz/).  **WHO WE ARE**  We’re a privately owned training company. We’re a small, approachable team dedicated to helping Kiwis develop into successful members of the New Zealand workforce. We began as a small company in Napier and have grown into a well-regarded training organisation with campuses in Hawke’s Bay, and Auckland.  **WHO WE HELP**  We work with and support a wide range of New Zealanders from young people in school, school leavers, professionals, business owners and government departments. We offer a truly personalised service to foster individual growth and success. |

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| **Dimensions of the position** | |
| Operating Budget:  Number of direct reports:  Number of indirect reports:  Other: | No  0  0  Work with other contractors as required |

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| **Important relationships** | |
| **Internal**   * Students and Whanau * Managing Director (MD) * General Manager (GM) * Executive Leadership Team (ELT) * Heads of Department (HoD) * Team members * Tutorial staff * Quality unit * Student Experience Unit * Human Resources Unit * Finance Unit * Research staff * Other staff as required | **External**   * Prospective students * Government departments i.e. MOE, TEC, NZQA, MSD, StudyLink, Police, Career NZ etc * Other education providers (schools, PTE, ITO) * Student placement organisations * Industry Training Organisations * Kaumātua and Kuia * Marae * Iwi * Whanau * Support Agencies * Social Services * Community Organisations * Outdoor Recreation Specialists * Trusts |

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| **Key areas** | **Key deliverables/outcomes** |
| Operations | * Delivering and assessing a range of unit standards leading to the NZ Certificate in Foundation Skills Level 1 through activity led training on the whenua (land) * Facilitate and support the delivery of activities by third party tutors or instructors * Delivery within other programmes as required * Creating, monitoring and reviewing individual pathways plans with each student * Developing relevant module resources * Coordinating weekly timetables and learning activities * Writing and/or updating unit standard assessment material * Participating in internal and external moderation * Professional Development as required * Involvement with internal committees if relevant * Development of new programmes and projects to enhance teaching * Attendance at meetings as required |
| 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 Sales and Student Administration Unit to achieve recruitment targets. * Responsible for the interview and enrolment of students with the support of the Head of Department and Student Experience Unit. |
| Targets/Key Performance Indicators (KPIs) | * Achievement of programme enrolment/recruitment targets * Retention of learners as instructed to achieve full consumption * Achievement of qualification and course completions to meet company targets * Achievement of mandatory performance commitments as per TEC fund requirements. * Any other programme KPI as required |

**Person specification and competencies**

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| **Qualifications and technical skills**  **Essential**   * Relevant qualification or equivalent * Experience teaching outdoor education, or similar such experience * A background, strong interest and/or past experience in whenua (land) based activities * Adult teaching qualification/or higher/or working towards * Unit Standard 4098/or working towards * Full driver’s license   **Desirable**   * Knowledge, experience and/or background in Te Ao Maori, whenua and Kaupapa Maori approaches | |
| **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 |