**JOB DESCRIPTION**

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| **Position Title** | Youth Work Tutor |
| **Group/Business Unit** | *Health and Wellbeing / Hauora*  |
| **Location** | Manukau |
| **Date** | March 2022 |
| **Reports To** | Head of Department – Health and Wellbeing |
| **Position purpose** | The key function of this position is to provide a structured learning environment within the Health and Wellbeing area, providing specific skills to support adult learners in a range of unit standard based modules through effective teaching practice.The aim of our programmes is to encourage these students into further educational opportunities, 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 that include: hospitality, foundation, youth guarantee, health and wellbeing/hauora, 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 with a supportive approachable team dedicated to helping students develop into successful members of the workforce. We began as a small company in Napier and have grown into a well-regarded training organisation with campuses in Napier, Hastings and Manukau. **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:  | No00Work with other contractors as required. |

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| **Important relationships** |
| **Internal*** Students and Whanau
* WDL Kaumātua and Kuia
* Managing Director (MD)
* General Manager (GM)
* Executive Leadership Team (ELT)
* Heads of Department (HoD)
* Tutorial staff
* Quality Unit
* Student Experience Unit
* Human Resources Unit
* Finance Unit
* Research staff
* Other staff as required
 | **External*** WDL Academic Board
* Prospective students
* Government departments i.e. MOE, TEC, NZQA, MSD, Police, Career NZ etc
* Other education providers (schools, PTE)
* Student placement organisations
* Industry Training Organisations
* Pasifika Community Organisations
* Kaumātua and Kuia
* Marae
* Iwi
* Whanau
* Support Agencies
* Social Services
* Trusts
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| **Key areas** | **Key deliverables/outcomes** |
| Operations | * Delivering and assessing a range of unit standards from the National Qualifications framework (face-to-face and tutor led online)
* Delivery within other programmes as required
* Creating, monitoring and reviewing individual pathways plans with each student
* Build networks to assist with practicum opportunities
* Develop relevant module resources
* Coordinating weekly timetables
* Involvement in a range of activities including:
	+ Unit standard assessment writing and/or updating
	+ Internal moderation
	+ Development of new programmes
	+ Projects to enhance teaching
	+ Attendance at meetings as required
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| Relationship Management | * Establish, develop, and maintain enduring and productive relationships with key external suppliers, Maori and Pasifika organisations, individuals, marae, iwi, hapū partners, whanau, stakeholders, and networks to promote the achievement of the company’s objectives
* Build long term relationships between WDL and whanau through contract activities, values based tautoko and cultural connection
* Build and maintain effective working relationships with team members, experts and networks.
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| 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.
* Moderation outcomes are conducted and meet company, industry and TEC requirements.
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| Business Development | * Liaison and creation of opportunities with other tutors, outside agencies, employers, industry training organisations and community facilities
* Assist to achieve recruitment targets.
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| Other Standard Responsibilities | * Demonstrate behaviours aligned to the company’s commitment to Māori, Te Ao Māori, and Te Tiriti o Waitangi
* Take personal responsibility for your own development/growth, wellbeing and operate in a healthy and safe way, escalating any concerns promptly and working proactively with management to maintain a productive, healthy, and safe working environment
* Participate in WDL systems including the Quality Management System and Trakstar performance management programme, as required to do so
* Identify and commit to Professional Development opportunities, as required to do so
* Attend face to face and online meetings as requested
* Be involved with internal committees, if relevant
* Complete all administrative and compliance requirements, as required
* Carry out additional duties from time to time as requested by Management.
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| Targets/Key Performance Indicators (KPIs) | * Achievement of programme enrolment/recruitment targets per program delivery.
* Retention of learners as instructed to achieve full consumption.
* Achievement of qualification and course completions to the company target.
* Achievement of mandatory performance commitments as per TEC fund requirements.
* Any other programme KPI as required.
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**Person specification and competencies**

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| **Qualifications and technical skills****Essential*** Relevant qualification (niche specific) and experience in the industry
* Adult teaching qualification/or higher/or working towards
* Experience with face-to-face and online delivery methods
* Unit Standard 4098/or working towards
* Experience working with Māori and Pasifika stakeholders
* Understanding of Tikanga and Te Reo Māori and applying that in work setting
* Natural communicator with the ability to lead others and establish positive working relationships with a wide range of stakeholders
* Driver’s license

**Desirable*** Established relationships with Māori and Pasifika communities and service networks
* Knowledge of Tikanga and the Treaty of Waitangi.
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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
* Strong work ethic
* Excellent, verbal, written and interpersonal skills
* Good computer skills and proficiency in the Microsoft Office suite
* A commitment to the principals of the Treaty of Waitangi
* Able to work in a diverse and inclusive working environment.
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