

Job Description for: **Tutor**  
Specialised Area: **Pacific Islands Early Childhood Education  
National Certificate Level 4**  
Responsible to: **National Early Childhood Education Coordinator**  
Niche: **Early Childhood Education**

**Job Role:**

The key function of this position is to provide facilitation and tutoring within the Pacific Island Early Childhood Education area, providing specific skills in tutoring in a range of units relating to Pacific Island Early Childhood Education, specifically relating to the National Certificate in Pacific Islands Early Childhood Education Level 4.

The aim of the programme is to encourage these students into further educational opportunities, or to be supported into employment options. The role therefore involves:

**RESPONSIBILITIES:**

**Operations:**

- Delivering and assessing a range of unit standards from the National Qualifications Framework, in particular the National Certificate in Pacific Islands Early Childhood Education Level 4
- Delivery within other programmes as required
- Creating, monitoring and reviewing individual pathway plans with each student
- Developing relevant module resources for the National Certificate in Pacific Islands Early Childhood Education Level 4 programme, and other Early Childhood programmes as required
- Co-ordinating week, term and annual timetables
- Facilitation of short course programmes as required
- Involvement in a range of activities which may include (but not limited to)
  - Unit standard assessment writing and/or updating
  - Internal moderation
  - Professional development
  - Other internal committees
  - Development of new programmes or clients

- Projects to enhance teaching practice
- Peer support
- Attendance at meetings as required
- Creating appropriate/necessary resource

**Quality Assurance:**

- Completing all administrative and compliance requirements
- Ensuring the delivery meets NZQA and Industry requirements
- Managing programme budget
- Monitoring, reviewing and reporting on student progress and outcomes
- Ensuring programmes have literacy development integrated and reflect student's individual learning needs
- Undertake 40 to 80 hours industry based work experience per year to ensure skills and experience remain relevant

**Business Development:**

- Establishing and fostering relationships within the Early Childhood Education industry, specifically with Pasifika Early Childhood Centres, families, the Pasifika and Early Childhood Education Advisory Groups, and the wider Pasifika communities.
- Liaising with Pasifika Early Childhood Education Centres for work placement opportunities.
- Involvement in recruitment and enrolment activities
- Maintain regular contact with industry organisations
- Marketing of Pasifika Early Childhood Education products and services
- Active member of the Pasifika and Early Childhood Education Advisory Boards

**Additional skills and performance activities relevant to this position:**

- Fluency or are working towards fluency in at least one Pasifika language, and a working knowledge of the cultures of other Pasifika communities or people.
- Hold unit standard 4098.
- Maintain qualifications at a minimum 1 level above that being taught, or 3-5 years relevant industry experience, and will have specialist expertise in aspects of Pasifika culture.
- Ability to relate to client group and to identify and provide strategies for learners wanting to train and/or gain employment
- Ability to structure educational interventions to support successful employment outcomes
- Ability to work with students with independent responsibility for their learning programme, and outcome
- Responsive and professional in issues of liaison and interaction
- Relevant experience and qualifications

- Ability to structure learning programmes to support success, foster personal motivation and confidence of students
- Involvement in ongoing improvements in the area of quality teaching practice and learner centred goal achievement

**Targets:**

- Achievement of programme enrolment targets as outlined in Programme Data Sheet
- Achievement of Learner retention targets as outlined
- Achievement of programme completion targets as outlined
- Achievement of annual Key Performance Indicators as outlined and negotiated with Coordinator

**Date:** February 2010  
**Internal Reference:** PIECE02  
**Sites:** Napier, Wellington – Lower Hutt