

Job Description for: **Tutor**
Specialised Area: **Foundation Learning**
Responsible to: **Foundation Learning Manager**
Niche: **Foundation Learning Niche**

Job Role:

The key function of this position is to provide facilitation and tutoring within the Foundation Learning area, providing specific skills in tutoring in a range of units and learning progressions within Levels 1-4.

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 supported by the Foundation Learning Progressions.
- Delivery within other programmes as required
- Creating, monitoring and reviewing individual pathway plans with each student
- Developing relevant module resources in numeracy and literacy foundation learning
- 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
 - Peer support
 - Attendance at meetings as required
 - Creating appropriate/necessary resource

Quality Assurance:

- Completing all administrative and compliance requirements
- Ensuring the delivery meets NZQA/TEC 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

Business Development:

- Liaison and creation of opportunities with other tutors, outside agencies, employers, industry training organisations and community facilities
- Involvement in recruitment and enrolment activities
- Maintain regular contact with industry organisations
- Marketing of Niche/Region products and services

Additional skills and performance activities relevant to this position:

- 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

Targets:

Achievement of programme enrolment targets as outlined in Programme Data Sheet

Achievement of programme completion targets as outlined

Achievement of annual Key Performance Indicators as outlined and negotiated with Coordinator