

JOB DESCRIPTION

Faculty of Health Humanities and Science



WORKSKILLS

Academic Staff Member

Position: Permanent Part time (108 hours per annum)

Salary: Academic Staff member (ASM) grade.

BACKGROUND INFORMATION

Christchurch Polytechnic Institute of Technology (CPIT) is the largest South Island ITP (Institute of Technology and Polytechnic). The institute has two centrally located large campuses in Christchurch and a number of smaller learning centres around Christchurch. Emphasis is on applied learning where theoretical education is combined with a hands-on approach. CPIT prides itself on the emphasis it places on excellence - such as the increasing number of teaching awards it attracts and its achievement of high levels of recognition in educational audits - and on the many diverse and dynamic partnerships it has with industry, the community and a wide range of interest groups in the city.

CPIT welcomes approximately 30,000 student enrolments each year including both full and part-time, domestic and international, professional, paraprofessional and trades focussed. Students and staff of a myriad nationalities attend throughout the year during the day, evening or weekend. Te Wānanga o Ōtautahi (CPIT) also provides a place of belonging for those wanting to engage in te ao Māori or Fale Pasifika.

Over 1,800 staff teach and support learning in vocational programmes and courses across a comprehensive range of career and subject areas at varying levels from foundation to degrees, graduate diplomas, diplomas and certificates to short term modules and courses customised for business, industry or special interest clients. A challenging and exciting education environment demanding responsiveness to the diverse needs of students, employers and our region makes CPIT a dynamic and engaging place in which to work.

INTRODUCTION

Workskills is a two year full time programme for students with intellectual disabilities who want to gain paid work. This programme incorporates the National Certificate in Work and Community Skills (Level 1). Students are supported and challenged to develop skills and knowledge that will advance their work goals. This includes work specific skills as well as social skills and self awareness that are critical for successful integration in the workplace.

A range of part time courses for students with intellectual disabilities are also offered. The Independence skills courses focus on functional literacy skills and enhancing independence; they are not formally assessed. A further suite of assessed part time courses are available – these courses are based in unit standards that count towards the National Certificate in Work and Community Skills.

The courses and programme are delivered by a small highly skilled and dedicated team of academic and support staff.

PERSON PROFILE

The successful person will have:

Qualifications

- A relevant teaching/disability support qualification

Knowledge, Experience and Skills

- An in-depth understanding of the issues surrounding people with an intellectual disability

- Extensive experience and knowledge of the vocational directions for people with intellectual disabilities in particular government and policy directions.
- Significant experience in teaching and working with adults with intellectual disabilities
- Experience, knowledge and skill in managing difficult and challenging behaviour
- Formal teaching experience
- An ability to teach in a number of curriculum areas
- Well developed verbal, written and interpersonal communication skills in a range of situations eg with students, staff, academic peers, and professional groups
- Experience in networking with disability support agencies, schools, families and caregivers
- Time management skills, including the ability to effectively and efficiently administer, organise and co-ordinate activities and meet deadlines
- A commitment to providing quality programmes/courses with clear assessments
- Strong positive working relationships with a diverse range of people

Personal Attributes

- A deep understanding of issues facing people with intellectual disabilities, and a commitment to advocate in relation to these
- An understanding and appreciation of cultural issues and commitment to the development of a culturally sensitive working environment
- A habit of participating fully as a team member and promoting team well being as well as being confident to work independently
- An inclusive approach
- Be self motivated and use initiative in the development of teaching resources
- Innovative ideas with strong self motivation
- High degree of professional judgment, transparency and integrity
- Friendly and approachable manner
- Flexibility and responsiveness
- Evidence of a commitment to ongoing professional development
- A willingness to commit to meeting the CPIT staff profile

PRIMARY OBJECTIVES

To deliver and develop part time courses for students with intellectual disabilities

RESPONSIBLE TO

Head of School
Programme Leader

KEY LIAISON WITH

- Head of School
- Programme Leader
- Other school staff
- Other CPIT Staff
- Students
- Student's support people/families and caregivers

KEY TASKS INCLUDE

1. Curriculum development

- Prepare course delivery material and teach in relevant areas

- Regularly review delivery material as part of an on-going process of development.

2. Student Learning

Facilitate and support the student learning process by:

- Offering a wide variety of experiences and activities that encourage students to participate fully in their learning and in the community
- Providing clearly defined learning objectives and assessment schedules
- Developing and regularly reviewing the delivery of material, teaching content and process relative to identified student needs
- Being appropriately aware of the personal as well as academic needs of the students and knowing how to facilitate assistance and refer them for support in consultation with the Programme Leader

3. Assessment and Evaluation

- Provide valid and reliable assessment activities that enhance student learning
- Ensure prompt, effective and appropriate feedback to students
- Maintain and provide full and accurate student records
- Ensure internal and external moderation activities are carried out and followed through
- Participate in CPIT processes for programme/course evaluation

4. Personal and Professional Development

- Participate in staff development as required
- Participate in the staff appraisal process and work co-operatively to implement on-going professional development

5. Communication and Team Building

- Attend meetings as required for the courses, programme, School, Faculty and CPIT
- Work as a team member with the teaching team and other staff of the School
- Ensure effective liaison with the Programme Leader, programme staff, relevant groups and individuals in the community and industry
- Liaise with and work as a team member with the delivery of supports to students
- Timely communication with regards to all student matters and administration

6. Resource Management

- Identify and prioritise resources required for efficient operation of the courses
- Ensure resources are available for the benefit of students

7. Contribution to CPIT

- Seek ways to assist CPIT in achieving its vision, mission, values, strategic goals and operational requirements.
 - Compliance with legislation and policy adopted by CPIT in order to meet legislative requirements. This includes health and safety requirements, and may involve the staff member undergoing medical checks to establish baseline health at the commencement of employment and regular checks thereafter.
 - Participates in activities seeking staff opinion and feedback, as requested.
 - Participates in the continuous improvement culture by recommending change and improvement, which will assist with efficient delivery of operational and strategic goals.
 - Participate in committees/working groups, as required.
 - Contribute and participate in projects from time to time.
 - Perform other duties related to an academic staff member's role, as may be reasonably required from time to time.
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FOR YOUR FURTHER INFORMATION

1 **Student Evaluation**

Each lecturer is required to implement a system of obtaining from students, evaluation on the course in general and on their performance to assist professional development. Assistance is available in the School or through Staff Development.

2 **Staff Appraisal**

CPIT has in place a negotiated system of staff appraisal in relation to job performance. All staff are to take part in appraisal.

3 **Probationary Period**

Every lecturer appointed for the first time to a tenured position must serve a probationary period of two years, which may be reduced in certain circumstances or extended for up to a further year. Confirmation of appointment at the end of the probationary period is by the decision of the Chief Executive Officer communicated in writing.

4 **Staff Training**

Academic staff who do not have a teaching qualification are required to enrol in the Certificate of Adult Teaching.

5 **CPIT Profile**

For CPIT to develop and prosper, all staff are expected to demonstrate a range of skills, knowledge and attitudes that contribute positively to the organisation's fundamental purpose which is to provide quality learning for students. We have an integrated approach to defining, describing and developing a positive learning culture among staff and we align this approach at all levels to the mission, values, goals and strategic direction of the institution.

6 **Health and Safety**

Applicants for positions are asked to declare and relevant health related needs or issues on the Confidential Information form provided to Human Resources with your application for appointment. This information is not used for shortlisting but we do expect you to discuss your needs as part of the interview process or when accepting an employment offer where this is relevant. Confidentiality is assured and applicants will not be differentiated on the basis of disabilities or health requirements unless these render applicants unable to undertake the task requirements. Employees may be required to undertake a health check where baseline data is needed for specific positions. Eg a hearing test for those involved in engineering workshops.

7 **Intellectual Property**

Intellectual property developed by Employees in the course of their employment belongs to CPIT. This includes but is not limited to programme/course/lesson plans, course descriptors, notes, assignments, tests, evaluations.

8 **Employment Terms and Conditions**

Appointment is within the terms of the employment law and for the first 30 days of employment CPIT is legally required to employ staff on the terms and conditions of the Academic Staff in Tertiary Education Collective Agreement (ASTE).

At CPIT we also have another collective employment agreement which covers the terms and conditions of employment for academic staff members. It is negotiated by the Association of Teachers in Tertiary Institutes (ATTI). The law provides that after the first 30 days of employment, staff may join this union.

If the staff member joins a union (ASTE or ATTI), the terms of that union's collective agreement applies. If the staff member decides to not join a union, s/he remains on an individual agreement and we can mutually agree terms and conditions.

These rules are prescribed by the Employment Relations Act 2000. Our Human Resources Advisors are able to provide information as to choices where these apply, and staff members' rights and contractual obligations. Commencing salary will depend on the appointee's qualifications and experience, and the particulars of the applicable agreement and the grade of the position. For this position an appointment may be made to the Academic Staff Members' (ASM) grade. Only in unusual circumstances is an applicant likely to be assessed at the top of this range on first appointment.

APPLICATION DETAILS

Applications for Appointment forms must be marked:

Workskills – Academic Staff Member

Ref: FH3153

Applications should be addressed to:

Senior HR Advisor
Christchurch Polytechnic
Institute of Technology
P O Box 540
CHRISTCHURCH

Email hr@cpit.ac.nz
Phone (03) 364 9623
Fax (03) 364 9616

and forwarded by email, post, fax or in person

Applications Close

14 April 2008

The standard application form attached provides the Institute with a common set of information about each candidate but applicants should not limit themselves to that form. Personal applications set out in the applicant's own style including a curriculum vitae and particular references to the job description and personal profile are welcomed.