

WORK SKILLS
Learning Support

Position: Permanent Part time
17 hours per week; 34 weeks per year
Grade and Salary: Learning Facilitator/Tutorial Assistant rate \$19.50 per hour

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 Wānaka 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 ideally have:

Qualifications

- A relevant tertiary qualification is preferred

Knowledge, Experience and Skills

- Understanding of the issues surrounding people with an intellectual disability
- Experience and knowledge of the vocational directions for people with intellectual disabilities in particular government and policy directions.
- Experience in working with people with intellectual disabilities
- Good interpersonal skills, both written and oral
- An ability to communicate effectively with academic staff and a diverse range of students
- Computer skills including experience with Word
- The ability to effectively and efficiently support students and academic staff
- Previous experience in learning support
- Understanding of the impact of intellectual disabilities on students' lives and learning experiences
- Confidence in working 1:1 and directing individual learning
- Group facilitation skills
- Student centred learning

Personal Attributes

- An understanding of the impact of disability issues at the personal, social and community levels
- An understanding and appreciation of cultural issues and commitment to the development of a culturally sensitive working environment
- An inclusive approach
- High degree of professional judgement and integrity
- The ability to use a variety of interpersonal communication skills to develop and maintain strong positive working relationships with a diverse range of people
- Ability to work autonomously and as part of a team
- Ability to be innovative with strong self motivation
- Have a friendly and approachable manner
- Be flexible and responsive to individual needs
- Commitment to CPIT staff profile

RESPONSIBLE TO

HOS

Programme Leader

KEY LIAISON WITH

Work skills Programme Leader

Work skills Academic Staff

Work skills Team Staff

KEY TASKS

1 Student Learning and Support

- Ascertain the skills, abilities and interests of students
- Provide individual support in a range of learning and individual care matters as identified in student learning and support plans
- Provide group support in the learning environment

- Support students and academic staff in assessment and evaluation of learning and progress
- Maintain accurate student records as required

2 **Communication & Team-Building**

- Attend meetings as required
- Work as a team member with the workskills teaching team
- Participate fully as a team member and promote team well being as well as being confident to work independently

3 **General**

- Comply with CPIT administration policies, procedures and charter
- Comply with CPIT QMS philosophy and practices
- Comply with CPIT's Health & Safety policy and procedures
- Undertake other activities as agreed with the Programme Leader

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 State Sector Act, the Education Act 1989, the Employment Relations Act 2000 (ERA) and an applicable Collective Employment Agreement (CA). For the first 30 days of employment CPIT is legally required to employ staff on the terms and conditions of the applicable Collective Agreement which covers the position offered. If the staff member joins the union, the terms of the collective document continue to apply; should he/she decide not to join the union, an individual agreement may be negotiated, or the alternative collective referred to below may be considered after the 30-day period expires.

CPIT has two collective agreements:

- the Academic Staff Members Collective Employment Agreement (ASTE) currently the “applicable agreement” and
- the Association of Teachers in Tertiary Institutes (ATTI).

The ERA defines which is the applicable collective and it is the staff member’s choice to join a union. CPIT’s Senior HR Advisors are able to provide information as to choices where these apply, and staff members’ rights and contractual obligations. Advice can also be sought from the unions.

APPLICATION DETAILS

Applications for Appointment forms must be marked:

WORK SKILLS – Learning Support

FH 3155

Applications should be addressed to:

Senior HR Advisor
Christchurch Polytechnic
Institute of Technology
PO Box 540
CHRISTCHURCH

Email: hr@cpit.ac.nz
Phone: 03-9408623
Fax: 03-9408616

And forwarded in person, post, email or fax.

***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.