

Learning Facilitator
Learning Self Access Centre (LSAC)

Position: **As required from for the 2009 Academic year**
Contract/Grade: **Casual Tutorial Assistant Rate for job \$21.00 per hour**

INTRODUCTION

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 25,000 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 1,500 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.

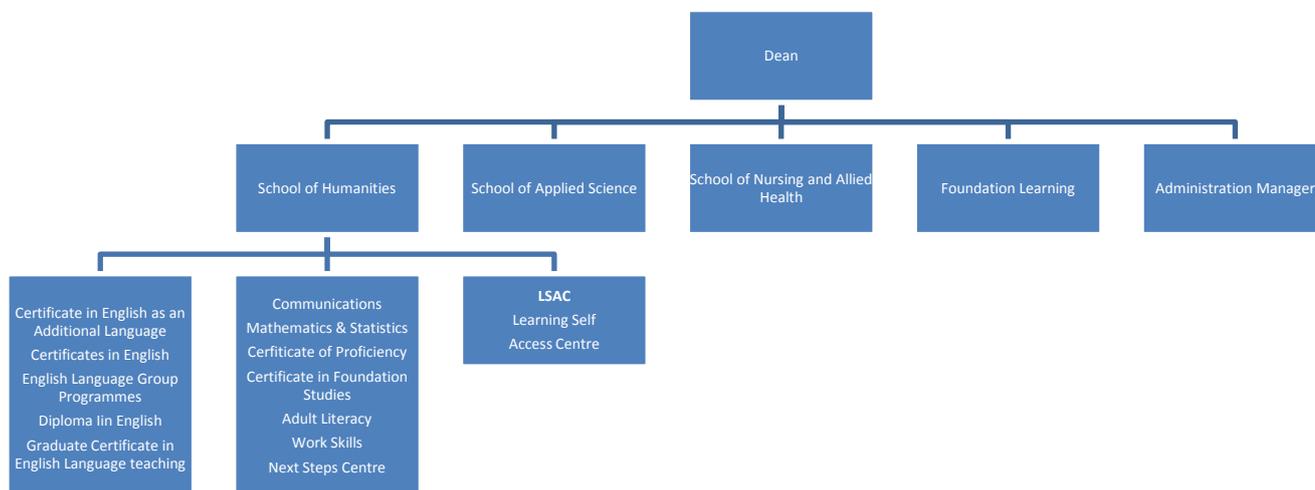
A challenging and exciting education environment demanding responsiveness to the diverse needs of students, employers and our region makes CPIT a dynamic and engaging place in which to work.

FACULTY AND SCHOOL INTRO

The School of Humanities at CPIT has established a reputation as one of the leading English Language providers in NZ. It is one of the schools in the Faculty of Health, Humanities and Science, and will produce nearly 420 EFTS in 2009. There are approximately 58 tutorial staff, full or part-time. The international section of the School is committed to providing high quality English language programmes to international students coming from many countries.

Students, who are enrolled in English language programmes at CPIT's School of Humanities, will, from February 2008, be scheduled for two hours of "other directed studies". Building this self study time into their course content aims to raise the student's awareness and skill levels by giving them opportunities to practice the kinds of language learning strategies already used in class. It is envisioned that through guided experience students will be more able to take new strategies for independent learning into further training.

ORGANISATION STRUCTURE



PRIME FUNCTION/PURPOSE OF THE JOB

The Learning Facilitator's role is to guide and help students to become more proficient in the use of the Learning Self Access Centre (LSAC) facilities (equipment and learning resources) and to reinforce independent learning strategies.

DELEGATED AUTHORITY AND RESPONSIBILITIES

Financial: *Nil*

Human Resources: *Nil*

Other: *Nil*

PROFESSIONAL PROFILE

| ESSENTIAL | PREFERRED |
|---|-----------|
| <i>Education/Qualifications/Knowledge:</i> <ul style="list-style-type: none">• ELT training certificate or equivalent experience | |
| Experience/Skills <ul style="list-style-type: none">• Good knowledge of materials & equipment in the LSAC• Knowledge of all language computer programs• Good computing skills• Experience with students from a Non English Speaking Background (NESB)• Sound interpersonal skills• Experience supporting independent learning at all levels• Ability to prioritise & work under pressure• The ability to effectively and efficiently manage a group of students | |
| <i>Personal Attributes:</i> <ul style="list-style-type: none">• Plenty of positive energy• A sensitivity towards other cultures• Equitable approach to all students | |

| KEY FUNCTIONAL RELATIONSHIPS | |
|--|--|
| Internal <ul style="list-style-type: none">• Head of School• LSAC Manager• Programme Leaders• Tutors• Learning Facilitators | External <ul style="list-style-type: none">• Students |

| KEY TASKS | SCOPE |
|--|-------|
| <ul style="list-style-type: none">• Work with tutors to introduce the self-study time to students• Give feedback to tutors re students' progress on a regular basis• Facilitate students to become independent learners• In supporting students in the LSAC to meet their study needs you will: | |

| | |
|---|--|
| <ul style="list-style-type: none"> ○ Assist with self-study documents, ensuring they are available in the student's self-study time ○ Ensure students find suitable materials eg at the appropriate level ○ Provide timely assistance in the effective use of the materials and equipment ○ Provide guidance in evaluating study time and achieving independence in language learning. ● Help-desk duties, i.e. issue and monitor use and return of CD-ROMs, DVDs & CDs etc. as required ● Check and record student attendance ● Participate in reviewing the implementation and evaluation of the project "Other Directed Studies" ● Participate in development of the Learning Facilitator role | |
|---|--|

NOTES:

The successful applicant is required to commit to CPIT's staff profile which encompasses foci on students, learning and teaching, innovation, flexibility and continual learning, research, biculturalism, internationalization, disability awareness, environmental awareness and sustainability, health and safety and IT literacy.

All of the information provided above is intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the position and incumbent. From time to time, the incumbent will be required to accept and carry out other relevant duties as assigned by the **Head of School Humanities**.

ADDITIONAL INFORMATION

1. Staff Appraisal

CPIT has in place a negotiated system of staff appraisal in relation to job performance, safe work practices, and the criteria outlined in the CPIT Employee Profile.

2. Professional Development

CPIT is a learning organisation where professional development is supported. Staff are asked to develop a professional development plan with their Manager and time is provided to achieve the plan.

3. 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.

4. Health and Safety

Applicants for positions are asked to declare any 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 offer of employment where this is relevant. Confidentiality is assured and applicants will not be differentiated on the basis of disabilities or health requirements unless these tender applicants unable to undertake the task requirements. Employees may be required to undertake a health check where baseline data is needed for specific positions e.g. a hearing test for those involved in engineering workshops.

5. Employment Terms and Conditions

Appointment is within the terms of employment law and the TIASA Collective Employment Agreement For the first 30 days of employment CPIT is legally required to employ staff on the terms and conditions of the TIASA Collective Agreement which covers the position offered. If the staff member joins the TIASA union the terms of the collective document continue to apply; should he/she decide not to join the union, the staff member remains on an individual agreement and we may mutually- agree to terms after the 30-day period expires. CPIT's Allied Staff Collective Employment Agreement (01 April

2007 — 31 March 2009) will be offered in the first instance. A job evaluation system is used to determine the grade and therefore the salary range for this position. It is usual to appoint at the lower end of the appointment range specified in the position description.

6. **Equal Opportunities Employer**

CPIT is committed to equality and diversity and makes a determined effort to develop an inclusive environment to achieve a balanced gender representation and increase the number of Maori and other under represented groups on staff. We are an active provider of opportunities for differently abled people and recognise that all staff, are not only our employees, but have multi faceted lives that from time to time may require flexibility from CPIT to assist in meeting their other commitments.

APPLICATION DETAILS

Applications for appointment must be marked:

Learning Facilitator

Ref: FHLSAC

Applications should be addressed to:

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

Email: hr@cpit.ac.nz
Phone: 03 940 8623
Fax: 03 940 8616

***Applications Close
Apply Now***

The standard application form 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. CPIT reserves the right not to appoint or to appoint by invitation in the event the recruitment process is deemed to be unsuccessful.