

Job Description

Advisor – Literacy or Numeracy
Centre for Educational Development

Rationale: The initiative to enhance the literacy and numeracy abilities of students fits within the CPIT key strategic area of “successful graduate outcomes” where the goal is *to deliver innovative teaching and learning practices ensuring quality, flexible, future focussed vocational education, training and outcomes for graduates which meet industry and community needs.*

Purpose:

- To support CPIT to achieve the TEC Educational Performance Indicator of improvement in student literacy and numeracy and enhanced success, retention and progression, especially for targeted groups. (Youth, Maori and Pasifika)
- To work with academic staff to develop competence in enhancing the literacy and numeracy of students in order to achieve success in their learning.

Functional relationships: The CED Manager, CED, Faculty Managers, Academic staff (especially those teaching levels 1-4), Learning Advisors,

Attributes and skills:

- Knowledge of research and theory about literacy /numeracy
- Highly developed Communication skills
- Demonstrated ability to work with adult educators based on Adult Education principles.
- Ability to contextualise and apply literacy/numeracy theory and practice within the area of work.
- Ability to use the Learning Progressions and other frameworks with confidence.
- Ability to respond creatively with appropriate solutions to learning and teaching opportunities linked to literacy and numeracy challenges within a particular context.
- Understanding of and familiarity with the Adult Literacy and Numeracy Assessment Tool.
- Completed or working towards a relevant educator qualification in literacy/numeracy.

Tasks:

- Work with academic staff to analyse and map the literacy and numeracy demands of the programmes and course/s they teach including the learning resources.
- Participate in the development of a Literacy/Numeracy Action plan for the designated area
- Work with tutors to use relevant learning and teaching activities to address the literacy and numeracy demands.
- Work with Academic staff to develop effective learning and teaching resources.

- Work with academic staff to interpret and understand the implications for their teaching practice of the data from the Adult literacy and Numeracy Assessment Tool in order to improve the literacy and numeracy of their students.
- Support academic staff to improve their own literacy and numeracy competence.
- Provide regular monthly reports to the Manager CED on their activities in relation to the expected outcomes and the schools' progress with their Literacy and Numeracy plan.

Expected outcomes:

- Academic staff undertake appropriate deliberate acts of literacy and numeracy teaching.
- Programmes, courses mapped.
- Literacy and Numeracy Action Plans developed.
- Appropriate learning and teaching resources available for students and teachers.

APPLICATION / EXPRESSION OF INTEREST

If you are interested in working in Advisor – Literacy/Numeracy role, please indicate the hours or the proportion of a F/T position you would prefer and the CPIT context in which you would prefer to work e.g. Trades, Hospitality etc.

Applicants who meet the given criteria will be interviewed. We will then review the pool of skills and attributes of successful candidates and make a decision about the distribution of the total staffing allocation which is available.

Staff secondments to these positions also require the approval of the relevant Manager.

The position is for one year, 2012.

Forward your expression of interest, current CV and the completed form below to hr@cpit.ac.nz **before Friday 03 February 2012**

Applicants please complete the following Literacy /Numeracy Advisor's Personal Profile

1. Information about the applicant

Name	
Current Job title	
Faculty/Division	

2. Requirements

The following are requirements for the role. Please indicate if you meet these requirements. If you partially meet each requirement please explain.

Ref	Description	Comply (Yes/No/Partial)	If Partial please explain
2.1	You can commit to undertake Xx of your time (please indicate amount of hours, or equivalent fte)		
2.2	You are willing to participate in training opportunities		
2.3	You have approval from your line manager to be involved		
2.4	You have a relevant educational qualification.		
2.5	You have or are willing to work towards a qualification in literacy and/or numeracy		

3. Your experience

This section asks you to briefly **describe** your relevant skills and experience. Evaluation of your experience will be based on your complete response. You are not required to have a high level of experience in each of these, but rather an appropriate mix of relevant experience.

- Organisational Experience
- Literacy and/or Numeracy experience
- Understanding of Teaching and Learning

4. Your skills and competencies

- Communication skills
- Conflict management skills
- Ability to be flexible
- Working as a member of a team

5. Preferred area of work

Please identify the areas in which you would prefer to work and give the reasons.

6. Referees

Please provide the names and contact details of two referees that are willing and able to attest to your capability to perform the requirements of the role.

Sign _____
Name

Date _____

Please send completed, signed form to: hr@cpit.ac.nz

Applicant has my approval to seek secondment for the literacy /numeracy advisor role for 2011.

Sign _____
HoS, Dean, Director

Date _____