

Academic Staff Member
Permanent Part Time

Position: **Part time; Permanent**
Contract/Grade: **Academic Staff Member range \$29.20 - \$42.56 (ASTE CEA)**

INTRODUCTION

Christchurch Polytechnic Institute of Technology (CPIT), the largest South Island Polytechnic and one of Canterbury's three major tertiary institutions, is located in the centre of Christchurch city with an additional campus in Opawa. 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 provides a place of belonging for those wanting to engage in te ao Māori or Fale Pasifika.

Over 1800 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.

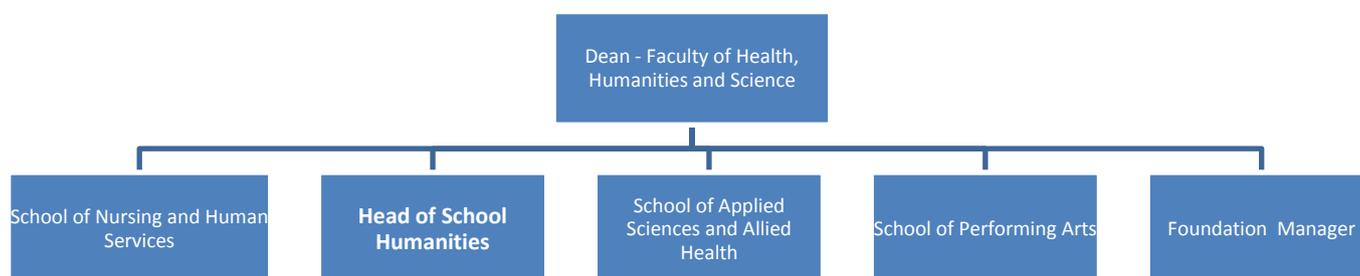
FACULTY AND SCHOOL INTRODUCTION

The School of Humanities has been formed in May 2008 and is one of four schools in the Faculty of Health, Humanities and Science / Te Wāhaka Hauora, Aronui me te Pūtaiao.

The School of Humanities includes a wide range of areas including Adult Education, Languages, English for speakers of other languages, Communication, Foundation programmes and courses, Work Skills programme and courses for student's with intellectual disability, Women's Courses and a suite of Adult Literacy courses and programmes.

Adult Literacy includes a full time programme and part time day and evening courses. These courses are currently funded through the Foundation learning pool administered by TEC and are free to students. The students have a wide range of backgrounds and learning support needs.

ORGANISATION STRUCTURE



PRIME FUNCTION/PURPOSE OF THE JOB

This position is a key role in the adult literacy team working primarily with part time evening adult literacy students. The students are developing beginning literacy skills so an understanding of and skills to support students who have taken up the literacy challenge is integral to student learning. The part time evening students usually have employment and are motivated to develop literacy skills to enhance their opportunities. All students are English speakers however English may not be their first language.

Student learning and assessment is individualised to meet the student's need and some small group teaching occurs. Class sizes are relatively small to ensure effective gains in literacy can be made.

As a part of the Adult Literacy team you will work closely with the team and under the direction of the programme leader. At times the opportunity to do other hours will arise.

DELEGATED AUTHORITY AND RESPONSIBILITIES

Financial:	None
Human Resources:	Depending on class numbers this position may involve team teaching or the assistance and directing of a tutorial assistant/learning facilitator.
Other	None

PROFESSIONAL PROFILE

ESSENTIAL	PREFERRED
<p>Education/Qualifications:</p> <ul style="list-style-type: none"> An adult literacy tertiary qualification or A primary teaching qualification coupled with adult teaching experience 	<ul style="list-style-type: none"> An appropriate teaching qualification
<p>Experience/Skills/Knowledge</p> <ul style="list-style-type: none"> Formal literacy teaching experience. Experience in assessing adult literacy Experience in formal reporting on adult student outcomes Knowledge of and experience in using the literacy and numeracy learning progressions An understanding of the impact of literacy issues at the personal and social/political levels. Knowledge of the Foundation Learning Quality Assurance standards Proven time management skills. The ability to effectively and efficiently administer, organise and co-ordinate activities and meet deadlines. Proven leadership skills Well developed verbal, written and interpersonal communication skills are essential. An ability to communicate effectively with students, staff, academic peers, and professional groups. An understanding and appreciation of cultural issues and commitment to the development of a culturally supportive working environment. 	<ul style="list-style-type: none"> The ability to use a variety of interpersonal communication skills to develop and maintain strong positive working relationships with a diverse range of people. Experience teaching adults at the foundation level
<p>Personal Attributes:</p> <ul style="list-style-type: none"> A commitment to providing quality programmes with clear assessments A commitment to ongoing professional development High degree of professional judgment and integrity Friendly and approachable manner Flexibility and responsiveness Innovative with strong self motivation An inclusive approach An ability to participate fully as a team member as well as being confident to work independently Is willing to commit to CPIT staff profile which encompasses foci on students; learning and teaching; innovation, flexibility and continual learning; research; biculturalism; internationalisation; disability awareness; environmental awareness and sustainability; health and safety; IT literacy. 	

KEY FUNCTIONAL RELATIONSHIPS	
<p>Internal</p> <ul style="list-style-type: none"> Programme Leader –Adult Literacy 	<p>External</p>

KEY TASKS	EXPECTED RESULTS
<p>Curriculum As part of an ongoing process of improvement, regularly review delivery material</p>	<ul style="list-style-type: none"> - Familiarisation with the CPIT Adult Literacy Programme document and current resources - Development of or adaptation to up to date literacy resources to enhance student learning - Familiarisation with TEC contract requirements
<p>Student Learning Facilitate and support the student learning process by:</p> <ul style="list-style-type: none"> • Initial assessment of student literacy and numeracy skills • Providing individualized learning packages • Develop and deliver Unit Standards appropriate to the students • Evaluate learning and progress • Develop learning packages with students in line with their vocational aims • Manage and support students through issues impacting on their learning 	<ul style="list-style-type: none"> - Clear evidence of individual student learning gains - Reports for TEC with regards to student progress - Effective teaching and learning resources that can be used by other team members - Well managed students who are aware of the supports available to assist them to meet their learning goals
<p>Administration</p> <ul style="list-style-type: none"> • Interview and select students for the programme • Maintain and provide full and accurate student records • Marketing as appropriate • Reports as required (particularly to TEC) • Plan and moderate assessments 	<ul style="list-style-type: none"> - Timely, up to date, accessible and accurate reports - Timely moderation reports - Timely individual planning - Timely submission of required personal planning documents – leave, professional development, workload
<p>Communication and Team Building</p> <ul style="list-style-type: none"> • Attend meetings as required for the School, Faculty and Institution • Work as a team member with the teaching team and other staff of the School • Ensure effective liaison with the relevant groups and individuals in the community and industry • Liaise with and work as a team member with the delivery of support to students. 	<ul style="list-style-type: none"> - Professional, constructive and supportive interaction with colleagues and other CPIT staff
<p>Personal and Professional Development</p> <ul style="list-style-type: none"> • Build and maintain professional networks with Christchurch Literacy and Numeracy providers • Participate in staff development and probationary activities as required • Participate in the staff appraisal process and work co-operatively to implement on going professional development 	<ul style="list-style-type: none"> - Up to date knowledge of local developments and contacts - Annual professional developments plan and report - Annual professional development outcomes - Annual appraisal
<p>Resource Management</p> <ul style="list-style-type: none"> • Identify and prioritize resources required for efficient operation of the teaching programme • Ensure resources are available for the benefit of students 	<ul style="list-style-type: none"> - Responsible utilization of CPIT resources - Timely reporting of potential hazards

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**.

FOR YOUR FURTHER INFORMATION

1 Student Evaluation

Each tutor / 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 the Staff Development Coordinator.

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 (permanent) position must serve a probationary period which may be reduced in certain circumstances or extended for up to a further year. People appointed to limited tenure (fixed term) positions may be required to serve a probationary period. 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. School of Nursing staff who are teaching at Undergraduate degree level are required to have a post graduate qualification.

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 short listing 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 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). The ERA requires that for the first thirty days of employment staff are appointed to the terms and conditions of the collective employment agreement that would bind them if they were a member of the largest union with coverage of the work to be undertaken.

Our largest union for academic staff is the Association of Academic Staff in Tertiary Education (ASTE) so employment will be on the terms and conditions of the ASTE Collective Agreement for the first 30 days of employment. We do have another Collective Employment Agreement for Academic Staff at CPIT which has been negotiated by the Association of Tutors in Tertiary Institutions (ATTI). In order to be covered by the ATTI Collective Agreement joining the ATTI Union is necessary.

Unless the Employee joins a union the current ASTE terms and conditions will continue to apply on an individual basis. After thirty days of employment the parties can mutually agree terms and conditions and/or alter the Individual Employment Agreement. If you join a union, you are bound by the conditions of their collective agreement from the date you join.

Commencing salary within the Academic Staff Member (ASM) grade will depend on the appointee's qualifications and experience and the particulars of the applicable employment agreement. Hours of work for a permanent part time academic staff member are for an agreed minimum per annum with the annual maximum of 412 contact hours stipulated in the ASTE agreement and a maximum of 550 contact hours per year in the ATTI agreement.

8. 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 forms must be marked:

Permanent Part Time Tutor - School of Humanities

Ref. FH3228

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

and forwarded in person, by post, or by fax.

***Applications Close
Monday 7 July 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.