

Tutorial Assistant/Salon Director

Position: Part time 21 hours per week.
Contract/Grade: \$23.00 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.

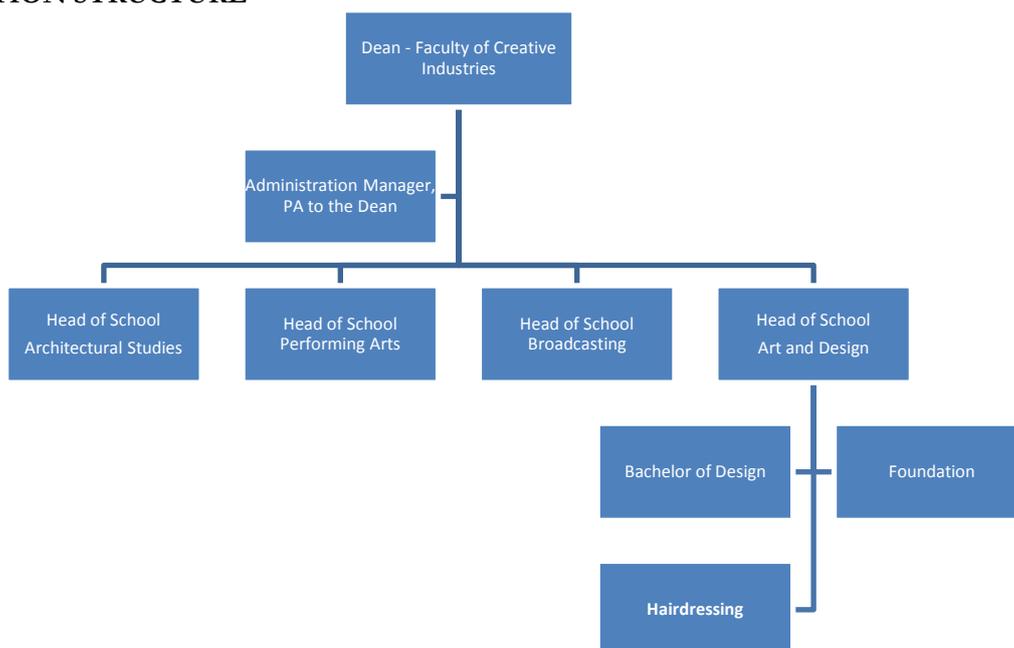
Over 1,500 staff teach and support learning in vocational programmes and courses across a comprehensive range of career and subject areas at varying levels from foundation to degrees, graduate diplomas, diplomas and certificates to short term modules and courses customised for business, industry or special 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 WORK GROUP

The School of Professional Hairdressing is located at 144 High Street. The teaching facilities include two teaching salon areas and a 'Commercial Teaching Salon' known as Hit 144, Hairdressers in Training on the ground floor, and an additional teaching salon and offices on the first level. CPIT School of Professional Hairdressing is a member of Pivot Point, an internationally recognised hairdressing training programme, ensuring our training is current, relevant and provides the skills that are in demand.

ORGANISATION STRUCTURE



DELEGATED AUTHORITY AND RESPONSIBILITIES

Financial: Nil
Human Resources: Nil
Other: Nil

PRIME FUNCTION/PURPOSE OF THE JOB

The Tutorial Assistant/Studio Director's will ensure the smooth daily operation of CPIT's training salon environments. Students are encouraged and supported in their learning and are provided with formative and summative assessment opportunities. The Tutorial Assistants/Salon Directors support and contribute to the objectives, direction, operation and effective outcomes of the Hairdressing team.

PROFESSIONAL PROFILE

ESSENTIAL	PREFERRED
<p>Education/Qualifications/Knowledge:</p> <ul style="list-style-type: none"> National Hairdressing Qualification 	<ul style="list-style-type: none"> Have or will be required to gain Unit Standards 4098 and 11552 for an assessors ticket
<p>Experience and Skills:</p> <ul style="list-style-type: none"> Considerable current experience in the hairdressing industry (minimum of 8 years including apprenticeship). An understanding of the Hairdressing Industry Training Organisation (HITO) processes An understanding of Occupational Health and Safety Experience providing constructive feedback to students and effective liaison with others eg academic staff, clients Highly effective communication and presentation skills The ability to motivate adult learners 	<ul style="list-style-type: none"> Teaching experience
<p>Personal Attributes:</p> <ul style="list-style-type: none"> A passion for working with Adult Learners Have a willingness to assist learners develop professional competencies, standards and attitudes Professionalism, flexibility and willingness to learn 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 TASKS	EXPECTED RESULTS
Ensure a professional and supportive teaching and learning environment for CPIT Hairdressing students	<ul style="list-style-type: none"> Support is provided for the smooth day to day running of quality education within CPIT's training salons. Student progress is monitored Students are provided with clear and constructive feedback in both formative and summative assessments Tutors are informed of student progress and/or areas for concern Daily pre and post salon briefing sessions are held with students Non racist and non sexist behaviors are displayed by staff and students along with sensitivity to students and colleagues with different needs.
Ensure practical skills/competencies in design, colour, perm, sculpture and the core generic skills are overseen for levels 2 and 4 as required by HITO and the Service Sector:	<ul style="list-style-type: none"> HITO and Service Sector standards are met Assessments are completed and documented
Take responsibility for the opening and closing of the commercial training salon as required	<ul style="list-style-type: none"> The day to day operation of the commercial training salon is efficient and effective Assist in monitoring stock control within the commercial training salon

	<ul style="list-style-type: none"> • Assist students to count and prepare daily takings • Count and prepare weekly takings for banking • Coach students in day to day operations of a commercial salon environment • Ensure high standards of customer service are maintained resulting in a good experience for customers
Contribution to CPIT	<ul style="list-style-type: none"> • 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. • Participate in activities seeking opinion and feedback, as requested. • Participate in the continuous improvement culture by recommending change and improvement, which will assist with efficient delivery of operational and strategic goals.

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 **Programme Leader – Hairdressing**.

ADDITIONAL 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 the Staff Development Coordinator.

2. Staff Appraisal

CPIT has in place a staff appraisal process in relation to job performance. All staff are required to take part in the process.

3. Staff Training and Professional Development

Academic staff who do not have a teaching qualification are required to enrol in the Certificate of Adult Teaching. CPIT is a learning organisation where professional development is supported. Staff are asked to develop a professional development plan with their Manager.

4. 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.

5. 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 e.g. a hearing test for those involved in engineering workshops.

6. Probationary Period

Every lecturer appointed for the first time to a tenured (permanent) position must serve a probationary period of two years, 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.

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. If the staff member joins a union (ASTE or ATTI), the terms of that union's collective agreement applies in accordance with the legislation current at the time of joining. If the staff member does not join a union, s/he remains on an individual employment agreement and we can mutually agree the terms and conditions.

9. 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:

Tutorial Assistant/Salon Director

Ref. FT3552

Applications should be addressed to:

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

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

CHRISTCHURCH

***Applications Close
20 February 2009***

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.