

**Academic Staff Member**

**Position 1391, 1392: 1.0 FTE Permanent (2 positions)**  
**Contract/Grade: Academic Staff Member Grade**

### **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 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 provides a place of belonging for those wanting to engage in te ao Māori or Fale Pasifika.

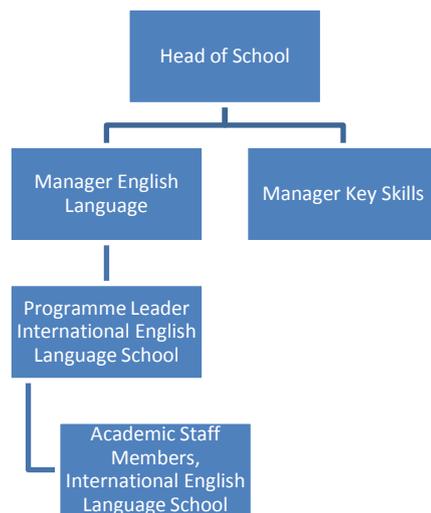
Over 1500 staff teach and support learning in vocational programmes and courses across a comprehensive range of career and subject areas at varying levels from foundation to degrees, graduate diplomas, diplomas and certificates to short term modules and courses customised for business, industry or special 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 was established in May 2008 and encompasses the areas of English Language teaching & training, International Languages, Adult Education, Communications, Maths & Statistics and Foundation Education, including specific programmes for Adult Literacy & Numeracy, Work Skills for intellectually disabled learners and second chance learning for women. In total around 800 full time equivalent students, the school is the largest in CPIT. The school's English Language School has a long history of providing successful English language programmes for international students from a range of countries including Japan, Korea, China, Thailand, Spain, Brazil, Saudi Arabia and Indonesia. This section of the school was established in 1988 and is a member of English New Zealand. Compliance with English New Zealand quality standards (including level of staff qualifications) is a priority. The students in the international English language programmes may come to CPIT as individual students or as members of groups from our sister institutions overseas. Study goals vary from short stay language programmes, through longer programmes to build fluency to students who wish to pathway into mainstream tertiary education in New Zealand or overseas. The school is now seeking two permanent full time academic staff members to help strengthen the teaching team and to bring special skills and additional stability.

## ORGANISATION STRUCTURE



### PRIME FUNCTION/PURPOSE OF THE JOB

The Academic staff member is the core academic grade and responsible for the effective delivery of teaching/learning programmes in the school. The post holder will work co-operatively and collaboratively with other tutors, allied staff and managers to achieve the School's and Faculty's objectives and CPIT's mission and vision. The position requires the incumbent to:

- Teach as required on programmes in the school
- Undertake additional duties to support the school more generally as directed
- Demonstrate a learner/learning focus and customer service "ethos" throughout the development and delivery of the programme/s.

The role will include course and lesson planning as per established curriculum documents, execution of quality teaching and related pastoral student contact, efficient accomplishment of related administrative duties and carrying out tasks and duties that contribute to the wider culture and ethos of the school. The appointee will also demonstrate a commitment to lifelong learning through attention to the needs of adult learners and their own self and professional development.

### DELEGATED AUTHORITY AND RESPONSIBILITIES

**Financial:** None

**Human Resources:** None

**Other:** As per collective employment agreements

### PROFESSIONAL PROFILE

ESSENTIAL	PREFERRED
<p><b>Education/Qualifications:</b></p> <ul style="list-style-type: none"> <li>• Bachelor Degree</li> <li>• Initial ELT certificate qualification (CELTA or Trinity Cert TESOL)</li> </ul>	<ul style="list-style-type: none"> <li>• Above pass grade for initial certificate</li> <li>• A higher qualification in ELT or in the process of attaining one</li> </ul>
<p><b>Experience/Skills/Knowledge</b></p> <ul style="list-style-type: none"> <li>• Native-speaker level proficiency in English</li> <li>• Minimum 2 years' full time or equivalent teaching experience in ELT with international students</li> <li>• A commitment to learner-focused communicative language teaching</li> <li>• Experience of teaching General English at a range of levels</li> <li>• Experience of a specialist area of ELT (eg</li> </ul>	<p><b>Experience in two or more of the following areas:</b></p> <ul style="list-style-type: none"> <li>• E L teacher training</li> <li>• Cambridge exams (PET, FCE, TKT, BEC)</li> <li>• Other international exams (IELTS, TOEFL, TOEIC)</li> <li>• Business English</li> <li>• EAP</li> <li>• ESP</li> <li>• eLearning and ELT</li> <li>• Course/Programme development</li> </ul>

exam classes, Business English)	<ul style="list-style-type: none"> <li>• School/programme management</li> <li>• Supervision of work teams</li> <li>• Organization of student activities</li> <li>• Experience in ELT overseas</li> <li>• Proficiency in a language other than English</li> </ul>
<p><b>Personal Attributes:</b></p> <ul style="list-style-type: none"> <li>• A commitment to ongoing self and professional development</li> <li>• A positive, solutions-focused approach to the job</li> <li>• Empathy for those from other cultures</li> <li>• Knowledge of some other cultures</li> <li>• 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.</li> </ul>	<ul style="list-style-type: none"> <li>• Enjoys reading for professional development</li> <li>• Attends conferences and professional development workshops</li> </ul>

<b>KEY FUNCTIONAL RELATIONSHIPS</b>	
<p><b>Internal</b></p> <ul style="list-style-type: none"> <li>• The successful appointee may be expected to lead small work teams of tutors teaching at the same or a similar level</li> </ul>	<p><b>External</b></p> <ul style="list-style-type: none"> <li>• Awareness of English New Zealand standards</li> </ul>

<b>KEY TASKS</b>	<b>EXPECTED RESULTS ASM, SASM, PASM</b>
<p><b>1. Teaching</b> Manage the teaching and learning situations in selected programmes and courses:</p>	<p>1.1. Effective planning, preparation and organisation for all classes so students know what is expected of them. This includes setting and effectively communicating learning objectives, and regularly updating course materials to ensure currency and meet changing educational needs and industry requirements.</p> <p>1.2. Creation of an environment conducive to learning and where students are motivated to learn.</p> <p>1.3. Effective use of a variety of appropriate teaching and learning strategies.</p> <p>1.4. Effective organisation/development/deployment of learning resources.</p> <p>1.5. Maintenance of academic quality standards.</p> <p>1.6. Provision of regular, effective feedback to students regarding progress and achievement. This includes:</p> <ul style="list-style-type: none"> <li>• Setting and marking of student assessments (eg practical tests, assignments, test papers, internal examination papers) within School quality deadlines.</li> <li>• Ensuring that all assessments meet the quality assurance and moderation requirements set out in curriculum document / CPIT and Faculty policies and guidelines / Unit Standards requirements or specific industry requirements, as appropriate.</li> </ul>

<p><b>2. Student Responsibilities</b> Academic Staff will exhibit genuine concern for students as individuals and members of the class/course/programme.</p>	<p>2.1. Maintains professional relationships with students to help meet individual learning needs. 2.2. Learning guidance provided to students within and outside the classroom context, as appropriate. 2.3. Recognises student learning difficulties and arranges for appropriate support (e.g. referral to learning assistance, career, course or personal counselling; referral to student loan/scholarship support). 2.4. Provides support and assistance to resolve conflict between students. 2.5. Practise in non-racist and non-sexist ways and sensitivity to students and colleagues with special needs demonstrated.</p>
<p><b>3. Planning and Development</b> Academic Staff will contribute to planning and development activities in relation to courses, programmes, the School, Faculty and CPIT.</p>	<p>3.1. Contributes vision and innovation to the work team. 3.2. Develops course materials. 3.3. Contributes to course and programme development. 3.4. Contributes to ongoing planning within the School and Faculty. 3.5. Contributes to marketing activity in and on behalf of the School/Faculty/CPIT.</p>
<p><b>4. Administration</b> Complete administration requirements promptly.</p>	<p>4.1. Plans and co-ordinates the administration requirements of the courses and programmes taught, (including work experience, where required by the curricula,) in accordance with School/Faculty/Programme requirements. 4.2. Contributes to course, workgroup and other relevant meetings of staff. 4.3. Completes student and course/programme records accurately and forwards them to Faculty Administration, as required. (e.g. attendance records, assessment results) 4.4. Completes all personal administration records accurately and forward them to the Head of School (e.g. leave forms, leave planners, work time records). 4.5. Follows all policies, practices and procedures of the School, Faculty and CPIT. 4.6. Participates in organisational systems, such as appraisal.</p>

<p><b>5. Research</b> Actively contribute to the research outputs of the school, including publication and presentation.</p>	<p>5.1. Participates in school research activities as appropriate</p>
<p><b>6. Professional Commitment</b> Maintain professional currency and teaching skills suitable to the role of educator and which support CPIT's quality objectives.</p>	<p>6.1. Maintains professional relationships with staff to further overall objectives of the School, Faculty and CPIT. 6.2. Develops and maintains communication and support networks within work experience organisations, as required. 6.3. Maintains professional relationships and liaison with staff in other tertiary institutions, as appropriate. 6.4. Contributes to external moderations processes as required. 6.5. Maintains professional relationships with industry an relevant professional organizations 6.6. Plans and negotiates use of development time with the Head of School to meet teaching development needs, CPIT's learning profile needs and professional currency needs. 6.7. Implements these negotiated programmes for own professional development 6.8. Represents the course/programme/School in meetings or industry gatherings as required. 6.9. Liaises with consumer groups and representatives to seek their feedback and input into the courses and programmes taught, as required. 6.10. Responds to feedback 6.11. Uses feedback on performance from students, peers and Head of School to identify own educational needs and finds opportunities to meet these 6.12. Seeks and uses opportunities to maintain professional credibility and competence 6.13. Evaluates and reflects on own practice in order to identify directions and strategies for improvement 6.14. Participates in the broader professional and academic life of CPIT.</p>
<p><b>7. Contribution to CPIT</b> Seek ways to assist CPIT in achieving its vision, mission, values, strategic goals and operational requirements.</p>	<p>7.1. 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. 7.2. Participates in activities seeking staff opinion and feedback, as requested. 7.3. Participates in the continuous improvement culture by recommending change and improvement, which will assist with efficient delivery of operational and strategic goals. 7.4. Participates in committees/working groups, as required. 7.5. Contributes and participates in projects from time to time. 7.6. Performs other duties related to an academic staff member's role, as may be reasonably required from time to time.</p>

## 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 **Manager English Language, the Programme Leader International English Language School and/or the Head of School.**

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## 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:

**Job Title: ASM English Language**

**Ref: FH3754**

Applications should be addressed to:

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

Email: [hr@cpit.ac.nz](mailto:hr@cpit.ac.nz)  
Phone: 03 940 8623  
Fax: 03 940 8616

***Applications Close  
Friday 27 November***

*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.*