

Job Description

Position: Teaching Assistant

Date: March 2024

Reports to: APM Primary, Trades, Language & Arts

Te Tirohanga Whakamua; Our Vision:

To be the skills engine driving the economic and social development of the Central North Island.

Nga Whāinga; Our Goals:

- Partnerships that make a difference
- An Institution for the 21st Century
- All our people are equipped for the new world
- Global outreach and globalization

Nga Whanonga Pono; Our Values:

- Relationships – Whanaungatanga
- Excellence – Kia eke panuku, eke Tangaroa
- Transformation – Te huringa whakaaro
- Agility – Kia kakamā

Purpose of the Position

To work with students, analyse the needs of each student in the subject areas, and to facilitate learning and provide appropriate support. To improve student success in work and further study. To complete the administrative requirements for students attending Te Pōkaitahi Reo Te Reo Māori Courses

Financial Delegation:

Nil

Staff reporting to this role:

Nil

Internal Relationships

Executive Directors/Deans
APMs and lecturers/teachers
Management Team

Student Success and Support Services
Wider staff and students

External Relationships

Students

Key industry stakeholders

Key Result Areas

Key Performance Indicator (KPI) 1 - Development of learning material

Development of appropriate learning material for the delivery of the learning outcomes of the curriculum and develop activities which enhance learning opportunities.

What will I be doing	How will I know I'm doing well
Develop the appropriate classroom materials.	The material is current, complete, and meets UCOL's standards. All resources are up to date to align with curriculum document
Develop student workbooks.	Each module has a variety of tasks to ensure that well-rounded learning is achieved.
Programme Enhancement.	Researches new resources and update programme systems
Innovation and Creativity	Sees opportunities for, and encourages, innovative ideas that provide solutions to all types of workplace challenges. Has the ability to be inventive and think "out of the box".
Develop an internet site for subjects taught.	Classroom resources are available on line during class.

Key Performance Indicator (KPI) 2 - The facilitation of learning material:

Provide high quality facilitation of learning material using a variety of appropriate tools.

What will I be doing	How will I know I'm doing well
Facilitation of the material is done so in an energetic manner and with enthusiasm.	Student evaluations are conducted and reflected on.
Facilitation of the material is done so in a structured and coherent manner.	Monitoring student learning and providing assistance and direction as required.
Provides Quality Service for Students and other Customers	Puts the perspective of the student and other customers at the forefront of decision making and works to create quality service outcomes. Works co-operatively and flexibly with students and other customers to meet their needs. Demonstrates service standards and behaviours that deliver superior service. Identifies student needs and matches these needs with customised products or services.
Conducts student reviews on all units.	Provides documented analysis of student reviews and self-reflective analysis.

Conducts a self-reflective analysis on each unit.	Reviews and adjusts each unit.
---	--------------------------------

Key Performance Indicator (KPI) 3 - Academic Records:

Maintain appropriate academic records to meet faculty requirements and ensure high quality standards.

What will I be doing	How will I know I'm doing well
Student Enrolment, validation of student enrolment.	All student enrolments are valid and complete.
All student attendance records are up to date and complete.	All student session attendance is updated in a timely manner to ensure the attendance database is kept current. All student attendance/assessment is recorded in the appropriate database by the end of each session.
Work records are maintained.	All records are up to date.
Work Standards	Sets high standards of quality and achievement for self and/or others. Is comfortable dealing with detail and picks up small omissions and errors.

Key Performance Indicator (KPI) 4 - Stakeholder Relations:

Build and maintain UCOL's stakeholder relationships.

What will I be doing	How will I know I'm doing well
Develop and maintain strong stakeholder relationships within industry.	UCOL is well placed to maximise communications with industry and provide students with opportunities to connect with key stakeholders
Team Communication	Ensure communication with other facilitators and management is appropriate and timely. Any student/classroom concerns are passed onto the appropriate person if required.
Sharing of Expertise	Has both the motivation to expand and use one's knowledge, and the willingness to share this knowledge with others.
Collaboration	All tasks relating to programmes other than Free Computing are carried out as required.

Key Performance Indicator (KPI) 5 - Student focus:

Maintain a student focus/availability to students.

What will I be doing	How will I know I'm doing well
Available to students for an appropriate amount of time.	Available during class times.
Maintains good student relations.	Positive student feedback is received.
Identifies, develops and delivers appropriate programmes for all students, including Maori and Pacifica learners.	

Performance Indicator (KPI) 6 - Health and Safety:

As an employee, under the Health & Safety at Work Act 2015, you are deemed to be a "Worker" and are responsible for the practical implementation of the systems and processes established to protect your health, safety and wellbeing while not endangering others. As an employee of UCOL, employees must ensure that they comply with UCOL's Health and Safety Policies, Procedures, and any Standard Operating Procedures along with any relevant Legislation or Industry Standards, which apply to the delivery of their tasks or are required by their Faculty or Department.

What will I be doing	How will I know I'm doing well
Undertake your work safely and do not participate in activities that may place yourself and others in danger or at risk.	Nothing that the incumbent does or doesn't do results in others being put in danger or risk or harmed.
Comply with all health and safety information, instruction, training, and supervision.	You actively participate in any health and safety training appropriate to the role, and will at all times comply with health and safety policies, procedures and standards.
Report any health and safety hazards, incidents, and near misses accurately and in a timely manner to your Line Manager and enter into the electronic health and safety management system (Vault).	All health and safety hazards, incidents, and near misses are required to be entered into the health and safety management system immediately. If this cannot be done immediately, it must be done as soon as practicable after the hazard, incident, near miss occurred. Serious incidents and hazards should also be reported immediately to the Line Manager and verbally to your Senior Manager and entered into the health and safety management system.
Comply with all requirements of return to work or rehabilitation plans.	You will comply with all of the requirements of a return to work or rehabilitation plan to ensure that they return to work in a sensible, healthy, and safe way.
Report any faults or issues relating to health and safety into the Vault, Health & Safety Management system and ensure that your Line Manager is kept fully informed of any issues.	Any faults or issues relating to health and safety need to be reported to your Line Manager and/or to the Health and Safety team immediately. If this cannot be done immediately, it must be done as soon as practicable after becoming aware of the fault or issues.

To be successful we need to work as a team, so the responsibilities set out in this job description are not exhaustive. As a result, after mutual agreement, we may require you to undertake other reasonable tasks as required, which are within the ability of the jobholder.

Core Competencies

Tangata Tiriti – how we embrace culture

- **Engagement** - establish and maintain effective professional relationships focussed on the learning and wellbeing of our ākonga and staff, demonstrate commitment to ongoing professional learning and development of personal professional practice by engaging in He Kākano Rua (UCOL's Cultural Competency Framework).
- **Enlightenment** - continue to develop understanding of Te Tiriti o Waitangi / the Treaty of Waitangi and continue to develop knowledge of Tikanga Māori and the appropriate usage and accurate pronunciation of te Reo Māori.
- **Empowerment** – demonstrate commitment to bicultural partnership in Aotearoa New Zealand, works effectively within the bicultural context of UCOL.

Please note, the list below is a condensed version of the behaviours and practices; for descriptors of each behaviour, please refer to 'Staff Competencies' on our website or the Teams Portal.

Professional behaviours – how we behave at work

- Dependable/compliant
- Resilience
- Flexibility
- Risk Conscious/zero harm attitude
- Self-insight
- High Emotional intelligence
- Shows initiative
- Ethics and Integrity
- Personal responsibility

Work practice – how we achieve results.

- Achievement
- Mental Power
- Critical Thinking
- Logical Reasoning
- Numerical Reasoning
- Results focus
- Digital competence / IT literacy
- Information
- Communication
- Innovative
- Safety
- Problem-solving

Relationships – how we work together.

- Communication
- Verbal Reasoning
- Teamwork
- Negotiation/ Conflict management
- Keeps student focus
- Building relationships
- Strategic agility
- Values diversity
- Collaboration

Customer and Business Support Competencies

- **Customer Focus** - motivated by exceeding customer expectations. Understands the customer perspective and uses it to guide decision making for quality service outcomes. Anticipates needs of all customers including students and stakeholders. Demonstrates professional standards and behaviours that deliver superior outcomes.
- **Negotiation skills** – able to approach differences with confidence, ensuring that personal and professional relationships remain strong.
- **Relationship management**-- maintains relationships with key stakeholders by connecting and collaborating with them. Presents a cheerful, positive manner, treating others equally.
- **Ethics and integrity**- respects and maintains confidentiality. Avoids situations and actions considered inappropriate or which present conflict of interest.

Qualifications and/or Skills

- Relevant tertiary level qualification.
- 2-3 years' teaching experience is desirable.
- Have proven excellent organisational skills and caring nature.
- Exceptional stakeholder engagement skills.
- Highly developed interpersonal, written, and oral presentation skills.

Personal Characteristics/Attributes

- Creative thinker.
- Detail oriented.
- The ability to work under pressure and to meet deadlines.
- Highly organised and outcomes focused.
- Self-directed and output focuses.
- Proven ability to provide customer, operational, and product excellence.

Other Requirements

- Pre-employment Criminal Convictions Check.
- Clean from the influences of drugs and alcohol in the workplace at all times.

We aim for a “can-do!” attitude where we help one another and UCOL. For that reason, you will need to be open to reasonable changes in your duties and responsibilities and this job profile being updated from time to time, after mutual agreement, as we adapt to change and keep striving to deliver all that we can for our students.