



COMMUNITY POLYTECHNIC
Te Kura Matatini o Whitireia

APPLICATION FOR EMPLOYMENT FORM

INSTRUCTIONS

Please complete all sections of this form, answering all questions. The form must be signed and dated. In addition to this form, applicants are asked to provide a full curriculum vitae (including personal information and relevant life history) and a letter of application.

If you are offered this position, you will be required to provide either original or certified copies of your qualifications. We also require proof of identity e.g. Passport or Birth Certificate.

VACANCY DETAILS

Position Applied For: Automotive Tutor, Part Time position

Position number: ITC10/AT1

Closing Date: Tuesday, 16th March, 2010

Salary Range: \$42,815.00 - \$56,722.00

Where advertised (eg. Dominion Post 8/3/10) or how did you find out about the position (eg friend) _____

PERSONAL DETAILS

First Name(s): _____
Also known as _____

Family Name: _____
Gender: F/M

Contact Address:
Home: _____

Work: _____

Phone: (H) _____ (W) _____

Email address: _____

PERMANENT RESIDENCE

Do you have the right of permanent residence in New Zealand or a valid work permit?
Y/N

CRIMINAL CONVICTIONS

Do you have any criminal convictions or a criminal case pending? Y/N

MEDICAL

Do you have any condition that may affect your ability to effectively carry out the functions and responsibilities of this position? Y/N/Possibly
If yes/possibly, please detail

Have you had an injury or medical condition caused by gradual process disease or infection arising out of work that may be aggravated or further contributed to by the function and responsibilities of this position? Y/N
If yes, please detail:

Do you agree to undergo a medical examination (at our expense) if required? Y/N

Have you ever claimed accident compensation? Y/N
For a work related accident? Y/N
For an accident outside work eg home, sports injury etc? Y/N

If yes, please detail: _____

REFEREES (to be completed by all applicants)

Please give names, address and telephone numbers of at least two referees (at least one referee must be from your immediate previous employment. If you have not yet been employed someone who knows you well).

Name	Position/Relationship	Address	Phone/Email #

DECLARATION

I _____(full name) declare that to the best of my knowledge the information in this application, including my curriculum vitae and letter of application, is correct. I understand that if any false or misleading information is given, or any material fact is not disclosed, I will not be accepted, or if I am employed, my employment will be terminated. I also understand that any false information given in relation to my medical history may result in my loss of entitlement for any employment compensation.

I also consent to Whitireia Community Polytechnic seeking verbal or written information about me from the named referees.

Signed: _____ Date: _____

EQUAL EMPLOYMENT OPPORTUNITY

Under the terms of the Education Amendment Act 1989 Whitireia Community Polytechnic is required to supply statistical information to monitor Equal Employment Opportunities. Completion of this section is voluntary, and is required for statistical purposes only. This section will not form part of your application for the position.

Which ethnic group do you belong to?

- | | | | | | |
|--------------------------|--------------------------|------------|--------------------------|----------|--------------------------|
| 0 NZ European | <input type="checkbox"/> | 1 NZ Māori | <input type="checkbox"/> | 2 Samoan | <input type="checkbox"/> |
| 3 Cook Island Māori | <input type="checkbox"/> | 4 Niuean | <input type="checkbox"/> | 5 Tongan | <input type="checkbox"/> |
| 6 Tokelauan | <input type="checkbox"/> | 7 Chinese | <input type="checkbox"/> | 8 Indian | <input type="checkbox"/> |
| 9 Other (please specify) | _____ | | | | |

Age: _____ Date of Birth: _____

Please return completed application form with your CV to:

Jean Sneddon
Recruitment Officer
Whitireia Community Polytechnic
Private Bag 50-910
Porirua City

Or Jean.Sneddon@whitireia.ac.nz

MISSION STATEMENT

Whitireia Community Polytechnic's mission is to provide excellent education and training opportunities for individuals to develop their talents and abilities to contribute to the social well-being and economic success of their society.

Whakatauki

Te manu e kai ana I te miro – nōna te ngāhere, Engari te manu e kāi ana I te mātauranga – nōna te ao

The bird that eats of the miro berry, owns the forest, but the bird that eats of education, owns the world.

VALUES

Manaaki	Encouraging the sharing of views, learning and resources, where individual self-esteem (mana) and group harmony result from caring about and supporting one another.
Identity	Creating a learning environment where all people feel they belong because their uniqueness is valued and promoted.
Accountability	Monitoring and reporting on the maintenance of educational quality standards and on the responsible use of public resources.
Equity	Achieving more equal outcomes by providing significant learning and education success for those who have not previously had such opportunities.
Integrity	Maintaining the highest ethical standards and permitting public scrutiny to ensure the continuation of those standards.
Responsiveness	Being flexible, creative and open to change, to better meet individual, industry and community learning needs.
Success	Being an effective organisation with a clear sense of purpose, striving for excellence and creating an environment where all have the right to succeed.

GOAL 1

To extend the range, relevance and quality of learning opportunities offered to students to enhance their potential, particularly for employment, locally, nationally and internationally

GOAL 2

To focus on the success of every student through flexible learning delivery, technology supported learning and quality educational support services.

GOAL 3

To be recognised as a leading provider of tertiary education for multicultural communities and in achieving equity of educational and employment opportunities

GOAL 4

To enhance the long-term financial viability of the polytechnic through sound financial management, effective administrative systems and managed entrepreneurial activities



WHITIREIA COMMUNITY POLYTECHNIC

POSITION DESCRIPTION

Date : July 2007

Name:

Position Title: Automotive Tutor, Faculty of Service Industry and Trades

Employment Status: Part time, Limited Tenure

Reports to: Assistant Dean of Faculty

PURPOSE

To facilitate student learning within Faculty of Service Industry and Trades programmes by establishing and maintaining the highest standards of teaching and the best possible learning environment for students in accordance with the values of Whitireia Community Polytechnic.

WORKING RELATIONSHIPS

Within the Organisation

The appointee will:

- be accountable to the Assistant Dean of Faculty
- liaise with other staff in the School
- work in a collegial way with other tutors in the programmes
- liaise as required with tutors and managers in other Schools, and staff providing student support services.

Outside the Organisation

The appointee will:

- liaise as required with the Polytechnic's Automotive Advisory Committee, the Motor ITO, other relevant professional and community organisations and, if required, staff at other educational institutions.

KEY RESULT AREAS

1. TREATY OF WAITANGI - PARTNERSHIP

Critical Tasks

- To be knowledgeable about the Treaty of Waitangi.
- To reflect Treaty partnership in programme delivery.
- To include appropriate bi-cultural elements in programmes.

Performance Measures

- Attend at least one Treaty of Waitangi workshop/seminar per year.
- Able to demonstrate that own practice incorporates, as appropriate, awareness of the Treaty of Waitangi and issues arising from it.
- Able to demonstrate that course content, class materials and learning environment contain elements which reflect the Treaty partnership where possible.

2. CHARTER VALUES AND RELATIONSHIPS WITH STUDENTS

Critical Tasks

- To demonstrate professional practices which reflect the values in Whitireia Community Polytechnic's charter.
- To select and apply teaching and/or learning strategies to promote effective learning consistent with each individual student's learning needs.
- To practise in non-racist and non-sexist ways.
- To practise in ways which are sensitive to students with special needs.
- To ensure that students with particular needs or learning difficulties are informed of available and appropriate services and are enabled to make use of those services.
- To implement Whitireia's Equal Educational Opportunity policy as reflected in the Checklist for Good Educational Practice (available in Manual).

Performance Measures

- Student evaluations reflect tutor's achievement in these areas.
- Remedial action arising from formative student evaluations has been taken.
- Strategies are in place to meet identified learning barriers.
- Any complaints/concerns have been dealt with in accordance with Whitireia Community Polytechnic's policy and practice.
- Student-at-risk procedures have been implemented as required.
- Students' withdrawal forms/exit interviews disclose tutor support.
- Information has been provided to Head of School about any student concerns.
- A Good Educational Practice Checklist has been completed each semester.

3. PROVISION OF QUALITY TEACHING PROGRAMMES

Critical Tasks

- To be competent in discipline/subject area.
- To implement quality programmes which enhance student learning.
- To contribute to the development and implementation of means of assessing student learning.
- To continue to improve personal teaching practice.

Performance Measures

- Staff Development activity has been undertaken to enhance subject knowledge or skills.
- Curriculum delivery and design reflect current national developments, including NZQA/NZPPC standards.
- All required moderation processes have been met.
- All policies and procedures contained in Whitiireia's Q.M.S. document have been followed.
- Participate in student/programme/tutor evaluations by agreed dates.
- Participate in professional development activity directed at improving practice at least once per year.

4. ACCURATE AND TIMELY INFORMATION AND DOCUMENTATION

Critical Tasks

- To provide students with accurate and timely information as required.
- To establish and maintain accurate student records and provide timely information from these as required by the Polytechnic or external bodies.
- To maintain relevant and appropriate programme documentation.
- To meet all documentation requirements for administration purposes.

Performance Measures

- Course outlines and assessment requirements have been provided to Head of School or Programme Manager at least one week before course starts and have been available to students on the first day of course.
- Student results have been available within a negotiated timeframe.
- Documentation related to internal and external quality management has been provided fully, accurately and within agreed time.
- All requests for administrative information have been met within agreed time.

5. SCHOOL CONTRIBUTION

Critical Tasks

- To contribute to the effective outcome of work teams.
- To participate in the broad professional and academic life of the School.
- To practise within the policy framework and legislative obligations of the School and Polytechnic, for example with regard to health safety and privacy.
- To consult with and report back to colleagues as required by any global committee representation.

Performance Measures

- Programme and School meetings have been actively attended at least 85% of times.
- Contributions, as negotiated, have been made to School programme development.
- All policy and legal requirements have been met.
- Any incident/accident reports required have been completed.
- Necessary consultation with and reporting back to School/area has been undertaken.
- Professional working relationships with colleagues have been demonstrated.

6. RESEARCH AND DEVELOPMENT

Critical Tasks

- To evaluate and reflect on own practice to identify directions and strategies for programme development.
- To undertake ongoing development within discipline and as an educator.
- To maintain and enhance credentials required to teach the programme.
- To support and contribute to a research culture within Whitireia.

Performance Measures

- Performance appraisals (self/peer/students/Manager) have been completed and followed up as required.
- Professional development plan has been negotiated and completed by agreed time.
- Appropriate seminars/workshops/courses have been attended during the year.

7. MARKETING AND PROMOTION

Critical Tasks

- To provide input to the development of programme marketing plans.
- To contribute to the production of promotional materials as required.
- To help ensure that EFTS targets are met.

Performance Measures

- Materials and information required for brochures and/or other publications has been supplied as and when required.
- Participation in public/promotional events as arranged.
- Active participation in Whitireia Community Polytechnic's "Open" or "Information" days.

SIGNED:

Tutor

Direct Manager (Head of School)

Date

Whitireia Community Polytechnic
Automotive Tutor – Faculty of Service Industry and Trades

Person Specification

- Commitment to the principles of the Treaty of Waitangi
- Industry recognised qualification (MITO A Grade or Advanced Trade in appropriate trade – preferred, MITO Registered/Certified acceptable)
- Prior successful experience as a tutor in the tertiary sector, preferred but not essential
- Familiarity with relevant NQF unit standards
- Knowledge of relevant legislation, and ability to meet the requirements of the Motor ITO
- Sound understanding of standards based assessment and moderation
- Ability to plan a programme of study and develop appropriate course materials, including practical models

Personal Attributes

- A positive approach to assisting students to learn
- A knowledge of the principles of the Treaty of Waitangi, and a willingness to extend that knowledge
- The ability to relate positively to people from all cultures and backgrounds
- Excellent people skills
- A professional approach to work
- Flexibility, and a willingness to take on a variety of tasks not necessarily directly related to the core role
- An ability to work co-operatively with the other tutors on the programme
- Ability to adhere to a planned programme in order to ensure that all students have the opportunity to succeed, while at the same time being able to vary the programme as necessary to meet individual student and administrative needs
- A proven record of integrity, honesty and confidentiality
- Ability to set and meet deadlines