



Position Description

Position:	Lecturer/Senior Lecturer
Reporting to:	Leader Education Delivery
Location:	Wellington
Date:	April 2012

Te Rito Maioha Early Childhood New Zealand (ECNZ) is a leader in the provision of centre-based early childhood teacher education. Our key objective is the promotion and maintenance of high quality early childhood education (ECE) for young children in New Zealand. We strive to achieve this through:

- Providing accessible high quality initial teacher education programmes leading to recognised teaching qualifications
- Promoting quality teaching within the sector through a range of professional development programmes
- Increasing ECE teachers' knowledge of and commitment to Te Tiriti o Waitangi and how this influences practice
- Providing a range of services to our member centres.

The Association is governed by a Council made up of elected and appointed members, led by a National President and supported by National Kaumatua. Our staff are employed at 11 locations throughout New Zealand.

Purpose of the Position:

The Lecturer/ Senior Lecturer is responsible for the delivery of effective teacher education to ECNZ's students. Successful delivery of this work is evidenced through the development of confident and competent tertiary learners who meet the Graduating Teacher Standards (New Zealand Teachers Council, 2007) and provide high quality early childhood education.

The Lecturer/Senior Lecturer actively contributes to the research activities of NZCA and attends relevant conferences, seminars, hui, wānanga, in-house and external training courses as agreed with their Manager.

Senior Lecturers will have a higher quality of teaching performance, a greater contribution to the advancement of the discipline through achievements in research and scholarship and will actively contribute to the academic leadership of the Association. This may include mentoring other members of the teaching staff, oversight of papers and/or subject areas and contributing to programme development and review.

Functional Relationships:

Internal:

- Leader Education Delivery
- Other academic staff
- Kaumatua
- Director Education
- Pouhere Kaupapa Māori
- Academic Leaders
- Curriculum Advisors
- Research Leader
- Student Services team
- Human Resources staff
- Finance and Infrastructure team
- Administration and other specialist staff

External:

- Students
- ECE services
- Associate Teachers
- Liaison Teachers

Key Accountabilities (includes but not limited to):

Teaching	<p>Delivers teaching programmes, using a range of innovative teaching and facilitation methods, as appropriate to meet the learning needs of diverse learners</p> <p>Emphasises the teina/tuakana method of teaching to develop learners' confidence, competence and wellbeing wherever possible.</p> <p>Supports the organisation's kaupapa, underpinned by whakawhanaungatanga.</p> <p>Communicates clearly to students the learning outcomes, study and assessment requirements</p> <p>Undertakes assessment (marking and moderation) of student work and practice, consistent with programme requirements and Association's policies.</p> <p>Reports on student progress, providing accurate and timely records of learning according to the Association's policies.</p> <p>Keeps up to date with early childhood education and teacher education theories and best practice, ensuring current thinking and trends are reflected in teaching practice and shared with colleagues.</p> <p>Completes all administration associated with teaching duties on time and in accordance with policies and guidelines.</p> <p>Meets the requirements for achieving and maintaining teacher</p>
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	registration where a teaching qualification is held.
Corporate and community	<p>Contributes to the successful running of the base by attending and contributing to base team hui and participating in the day-to-day operations.</p> <p>Participates in base activities (e.g. student selection, graduation etc.) reflecting the values and standards of the Association.</p> <p>Adheres to policies and procedures of the Association.</p> <p>Upholds the Association’s rautaki tikanga rua and leads or supports other teaching staff in the implementation of initiatives at a local level, under the guidance of the Pouako.</p> <p>Contributes to wider Association activities (e.g. consultations, working groups, hui, committees).</p>

Research and Professional Development	<p>Takes responsibility for their own on-going professional development and actively participates in development opportunities, including staff hui.</p> <p>Takes responsibility for extending personal knowledge and understanding of te reo Māori me ngā tikanga Māori and Te Tiriti o Waitangi.</p> <p>Maintains a current awareness of issues and trends impacting on the early childhood sector, through reading, discussion and networking.</p> <p>Conducts relevant research that informs the work of the Association, results in research outputs and contributes to NZCA’s developing research capability and reputation.</p>
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Our Values and Behaviours Framework

Our Values and Behaviours Framework sets out our expectations of all employees. The full model can be found on the intranet.

Te puawaitanga o te tangata - making a difference	<p>I can articulate the organisation’s vision and values and how my role contributes to their achievement.</p> <p>I bring energy and passion to organisational goals.</p> <p>I speak out and seek help when difficulties arise that I cannot manage on my own.</p>
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	<p>I live the organisation’s values every day, translating vision into action.</p> <p>I inspire and motivate others to tackle hard issues with optimism.</p> <p>I celebrate the successes of teams and individuals.</p> <p>I “step up” when needed.</p> <p>I actively contribute to the strategic vision of the organisation by participating in committees, consultations and/or working groups.</p>
<p>E matua whakapono ana tātou ki Te Tiriti – honouring Te Tiriti o Waitangi</p>	<p>Te reo Māori and tikanga Māori are integral to my work.</p> <p>My understanding of Te Tiriti o Waitangi shapes the way I do my work.</p> <p>I actively participate in organisational kawa as guided by mana whenua.</p> <p>I lead organisation kawa and champion the organisation’s bicultural kaupapa.</p> <p>I build relationships with iwi and Māori stakeholders and include Māori and tau iwi in decision-making.</p> <p>I draw upon tikanga Māori frameworks to improve the organisation’s performance.</p> <p>I actively contribute to lifting the organisation’s bicultural capability.</p> <p>I build reciprocal relationships with iwi.</p>
<p>Whakawhanaungatanga - including everyone</p>	<p>I understand my own strengths and use these to effectively contribute to a team.</p> <p>I attend and actively participate in meetings and organisational hui.</p> <p>I communicate honestly, assertively and respectfully.</p> <p>I listen to the viewpoints of others.</p> <p>I invite and give constructive feedback.</p> <p>I show insight into how others experience me and moderate my behaviour accordingly.</p> <p>I support good decision-making, seeking consensus where appropriate and/or finding ways to work with differing views.</p> <p>I recognise the importance of Pasifika cultures to Aotearoa/New Zealand.</p>

	<p>I actively contribute to the development of teams.</p> <p>I elicit differing views and have a range of strategies for positively managing conflict and reaching decisions.</p> <p>I create opportunities to utilise and grow individuals' strengths and manage weaknesses.</p> <p>I continually develop myself and support the development of others.</p> <p>I contribute to building "one team" across the organisation.</p>
<p>Kia taea te hāpai i ngā kaupapa katoa ahakoa te aha - being accountable</p>	<p>I plan, do, and review my work to the best of my ability.</p> <p>I provide timely and accurate information about my work.</p> <p>I behave professionally in the workplace.</p> <p>I maintain appropriate control of my emotions.</p> <p>I abide by policies and procedures.</p> <p>I carry out my commitments to others, on time and to a high standard.</p> <p>I document my work adequately so that continuity is assured.</p> <p>I hold others accountable for their commitments.</p> <p>I understand the requirements of colleagues, students, members and other stakeholders and strive to provide services that meet these.</p> <p>I clearly articulate and monitor the organisation's Code of Conduct.</p> <p>I take responsibility to ensure all those I deal with (colleagues, students, members and other stakeholders) have a positive experience.</p> <p>When representing the organisation, I am professional and credible and reliable.</p>
<p>Manaakitanga - caring and connecting</p>	<p>I take care of my own health and wellbeing and maintain a sound work/life balance – he oranga tangata.</p> <p>I acknowledge the importance of everyone's wairua.</p> <p>Tautoko and manaakitanga is expressed in the way I offer support and take time to affirm the health and wellbeing of others.</p> <p>I understand the importance of whanaungatanga and take the time to build connections.</p> <p>I take the needs of others into account when planning and</p>

	<p>assigning work.</p> <p>My practice contributes to the sustainability of the organisation and its environment.</p> <p>I build networks within and beyond the workplace to enrich the organisation.</p>
Whakahihiko hinengaro - innovating	<p>I take initiative, looking for new ways to improve my work.</p> <p>I am open to others' ideas for improving the way we work.</p> <p>I actively contribute to the review of programmes and practices for improvement opportunities.</p> <p>I encourage innovation and risk taking as part of learning.</p> <p>I actively seek and share new knowledge that has relevance to our work.</p>

Person Specification

Essential	Desirable
<p>Relevant Masters degree</p> <p>Teacher registration, where a teaching qualification is held</p> <p>ECE teaching qualifications and/or experience</p> <p>Committed to learning te reo me ngā tikanga Māori</p> <p>Knowledge of and commitment to Te Tiriti o Waitangi</p> <p>Excellent teaching and interpersonal skills</p> <p>Good organising and time management skills</p> <p>Sound computer skills with a good understanding of the Microsoft office suite</p> <p>Full driver's license and own car available for work use</p>	<p>Familiar with te reo me ngā tikanga Māori</p> <p>Previous research experience.</p>