

POSITION DESCRIPTION

POSITION:	Contract Lecturer and Mentor (English Language)
RESPONSIBLE TO:	Dean of Faculty of Foundation Studies
FUNCTIONAL RELATIONSHIPS:	All Students All Staff
POSITIONS REPORTING: TO THIS POSITION	Nil

POSITION PURPOSE:

1. To provide personal support and academic guidance to students with the aim of achieving the IPU New Zealand graduate profile. A holistic view of student learning outcomes is consciously monitored both inside and outside the classroom.
2. To undertake teaching, curriculum development, action research, recruitment activities, administrative tasks, personal and professional development and student welfare related responsibilities utilising practice and assessment goals specified in the IPU New Zealand educational philosophy. To implement teaching methodology and assessments as outlined in the IPU New Zealand's vision, goal, and practices. To participate in peer discussion and reflection on teaching methodology, assessment, practices and delivery of content.
3. To stimulate, motivate and encourage students to actively participate, be challenged, and develop their academic, business-transferrable, and communication skills.
4. To ensure that the IPU New Zealand Code of Practice for the Pastoral Care of International Students is adhered to and reviewed on a regular basis to ensure compliance.

PERSON SPECIFICATIONS:

1. Appropriate degrees or qualifications in the relevant field.
2. Excellent teaching and mentoring skills.
3. Willingness to integrate English language teaching with content.
4. Commitment to supporting students achieving a high level of English competency upon graduation.
5. High level of commitment to student learning and welfare.
6. Administrative and organisational experience.
7. Innovativeness and vision.
8. High expectations.
9. Excellent communication and interpersonal skills.
10. Excellent resource and personal management skills.
11. Interest, and active involvement, in one or more extra-curricular activities of value to IPU New Zealand.
12. Patience, flexibility and adaptability.
13. Enthusiasm.
14. Sensitivity to other cultures' values and practices.
15. Understanding and empathy with the difficulties faced by second language learners pursuing qualifications through their second language and willingness to further support their effort.

KEY ACCOUNTABILITIES/TASKS:

Key Tasks	Outputs
<p>1. Teaching – delivery of quality teaching in line with the IPU New Zealand’s educational philosophy</p> <ul style="list-style-type: none"> a) Facilitate learning through teaching strategies and practices that are specified in the Institute’s educational philosophy. b) Integrate English language teaching into all content areas. c) Integrate the strategies for developing character of students within and outside of classroom. d) Use a variety of learning activities for individuals, pairs, groups and whole classes. e) Use a variety of teaching/learning methods. f) Use appropriate learning/teaching materials efficiently and effectively. g) Use appropriate and varied assessment. h) Deliver a quality student-focused curriculum. i) Evaluate learning and modify methods where appropriate. j) Encourage students to attend classes and participate in active learning. k) Help students find intellectual stimulation, challenge, pleasure and satisfaction in the programme. l) Undertake extra teaching/tutoring for students who need extra attention. 	<p>Objectives for learners are clear and achievable as specified in the IPU New Zealand’s educational philosophy.</p> <p>Teaching is well planned, structured, resourced and appropriately evaluated so that it leads to an improvement in students’ academic, business-transferrable, and communication skills.</p> <p>Varied assessment and an appropriate range of teaching methodologies are used.</p> <p>Students find intellectual stimulation, challenge, pleasure and satisfaction in the programme.</p> <p>Students gain communication skills, content knowledge, personal confidence and independence from the programme.</p> <p>Materials and teaching methods make curriculum content accessible to learners of different backgrounds.</p> <p>Students develop their critical thinking skills.</p>
<p>2. Professional development</p> <ul style="list-style-type: none"> a) Attend seminars, workshops and courses as required in fields which will assist in teaching students who speak English as a second language and as a result strive to attain the IPU New Zealand graduate profile. b) Undertake a programme of professional study activities to attain the Institute’s educational philosophy and for professional development. It is expected that these activities will include attendance at conferences and “in house” professional development programmes. 	<p>Courses, workshops, seminars, conferences and “in house” training programmes are attended, and a programme of professional reading and action research is engaged in so as to ensure the learning goals of students, as specified in the Institute’s educational philosophy, are attained.</p>
<p>3. Curriculum development and planning fostering the Institute’s educational philosophy</p> <ul style="list-style-type: none"> a) Contribute to course development and refinement via team or other meetings and special committees where required. b) Use course outlines as a basis for planning teaching/learning programmes. c) Develop units of teaching/learning. d) Identify and select teaching/learning materials. e) Prepare teaching/learning materials for use in the classroom. f) Introduce and integrate interdisciplinary perspectives in teaching and learning materials 	<p>A focused contribution is made to course development.</p> <p>Lessons are well prepared, well resourced, are part of a coherent whole and are focused on the course objectives and the Institute’s educational philosophy.</p>

<p>4. Student welfare to provide high level of personal attention</p> <p>a) Take a personal interest in students both in and out of class.</p> <p>b) Demonstrate an interest in student welfare by directly communicating with parents.</p> <p>c) Keep the Dean and relevant staff informed about individual students who are causing concern.</p> <p>d) Provide faculty and student support staff with appropriate information about student welfare.</p> <p>e) Provide mentoring support to students as requested by Student Support staff and give necessary advice as agreed with Student Support team.</p> <p>f) Communicate with academic and general staff as necessary in the interest of students.</p>	<p>Staff contact students regularly to discuss their academic or personal problems.</p> <p>The Dean and relevant staff are kept well informed about the progress of individual students so they can take appropriate action if required.</p> <p>Relevant information is communicated to parents, faculty and other staff.</p> <p>To achieve a high level of personal attention, individual mentoring sessions are provided for students.</p>
<p>5. Involvement in extra-curricular activities</p> <p>a) Participate in the community life of IPU New Zealand by extra-curricular involvement in sporting and/or cultural activities in the quest to achieve the Institute's educational philosophy in and out of the classroom.</p> <p>b) Participate in major events and activities of IPU New Zealand.</p>	<p>There is an active involvement in the wider communal life of IPU New Zealand.</p> <p>Student character and foreign language communication ability are enhanced through participation in extra-curricular activities.</p> <p>Presence at IPU New Zealand ceremonies, such as Commencement, Orientation, International Spring festival, and Graduation.</p>
<p>6. Research</p> <p>a) Engage actively in research and contribute to the Institute's research culture in areas relevant to the Institute's teaching.</p> <p>b) Where appropriate, liaise with academics in other institutions for reciprocal support and sharing of information.</p> <p>c) Participate in conferences/workshops as approved by the Institute and that support the Institute's goals.</p>	<p>Research activities are vigorously conducted while delivery of quality education is ensured.</p> <p>The research capacity of faculty is continuously developed and disseminated to students.</p> <p>The profile of IPU New Zealand as a leading research institution is enhanced and promoted.</p>
<p>7. Administration</p> <p>a) Keep an accurate record of students' attendance, progress and achievement and provide this information to the Academic Registry and update Dean and relevant staff of any issues promptly.</p> <p>b) Operate within required procedures as far as expenditure of faculty funds is concerned.</p> <p>c) Provide paper evaluation reports to the faculty.</p> <p>d) Attend to administrative tasks from time to time, as required by your Dean, or in his/her absence other more senior staff in the Institute.</p> <p>e) Participate constructively in the Institute-wide appraisal/development process.</p> <p>f) Administer student evaluation procedures as required.</p> <p>g) Provide advice to Dean and relevant staff about assisting students to improve their English ability and/or build student's character.</p>	<p>Accurate, up-to-date records of students' progress and achievement are maintained to assist IPU New Zealand to improve student overall ability.</p> <p>Routine administrative tasks are attended to promptly.</p> <p>Procedures for dealing with resources are followed.</p> <p>Staff appraisal/development processes and student/paper evaluation procedures are conducted with the objective of improving student ability.</p>

<p>8. Out of classroom duties and responsibilities as required</p> <p>a) Participate and stay involved in the Institute's main recruitment activities such as;</p> <ul style="list-style-type: none"> - Open campuses for prospective students - Study tours for international students - Speech language contests - Intensive language weekends - Parents' tours and/or agents' visits - Other recruitment related activities <p>b) Participate and stay involved in the Institute's academic activities such as;</p> <ul style="list-style-type: none"> - Seminar/symposium organised by IPU New Zealand - Extra marking 	<p>There is an active staff involvement in the recruitment/academic activities and events of IPU New Zealand.</p> <p>Appreciation and understanding of the whole institutional approach is gained through participation in these activities.</p>
<p>9. Undertake personal commitment to health and safety work practices and beliefs</p>	<p>Shares the responsibility to maintain a safe and healthy workplace in order to prevent harm to themselves and to others.</p> <p>Complies and carries out work-related activities in accordance with health and safety procedures and guidelines.</p> <p>Wears appropriate protective clothing and equipment as required for activities.</p> <p>Immediately reports all hazards, accidents and incidents to the supervisor / line manager and completes reporting procedure through IPU New Zealand's reporting system.</p> <p>Becomes familiar with and follows emergency procedures and provides appropriate assistance to others.</p> <p>Supports IPU New Zealand's commitment to health and safety for colleagues and students.</p> <p>Provides input to the Health and Safety Committee as appropriate.</p> <p>Does not walk past health and safety infractions.</p> <p>Participates in health and safety training.</p> <p>Contributes to hazard identification.</p>