



SELWYN COLLEGE

TE MARU PŪMANAWA

Schedule One - POSITION DESCRIPTION

POSITION TITLE: Tutor/Kaiako Whaiaro

REPORTS TO: Deputy Warden/ Tautiaki-Piki

RESPONSIBLE TO: Warden/ Tautiaki

KEY RELATIONSHIPS/HONOKA MATUA:

- College senior management
- Welfare team members
- College residents
- University of Otago staff

SELWYN COLLEGE VALUES/TE MARU PŪMANAWA TIKAKA

Selwyn College/ Te Maru Pūmanawa is a not-for profit residential college on the northern border of the University of Otago campus. The Board of Governors state the fundamental object of Selwyn as “*an inclusive academic residential community, founded on the principle of mutual care, valuing and promoting the physical, mental and spiritual wellbeing of all of its members*”.

Key values are:

- *Community* – Selwyn is an inclusive community which demonstrates mutual care;
- *Education* – Selwyn provides an environment conducive to academic excellence and broad education;
- *Hauora/Wellbeing* - Selwyn develops the whole person, spiritually, mentally and physically.

POSITION PURPOSE/TE MAHI

The prime function of the position is to provide tutoring and related academic assistance as part of Te Maru Pūmanawa’s academic programme.

ACCOUNTABILITIES/KĀ HAEPAPA

Key tasks include, though are not limited to, the following:

- Complete preparation of materials for all assigned tutorials.
- Attend preparatory sessions and role related meetings as required.
- Attend tutorials on time and appropriately prepared.
- Provide information and assistance to students in a professional manner.
- Be aware of and adhere to all applicable University and Selwyn policies, and rules including the Ethical Behaviour Policy, the Code of Student Conduct, The Sexual Misconduct Policy, and the Health and Safety Policy.
- Keep the Deputy Warden/Tautiaki-Piki informed of their work, issues or concerns in a timely manner.



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- Provide a communication channel between students and Selwyn Pastoral Care Staff.
- Maintain an appropriate level of academic achievement in their course of study.
- If required, attend any relevant training or professional development sessions to support delivery of role.
- Support any monitoring and evaluation activities for the College's academic programme.
- Other duties as determined by the Deputy Warden/Tautiaki-Piki that are consistent with the tutor role.

TRAINING & SUPPORT/WHAKAKUKU

- Requirement to attend the HEDC Tutor Training session, prior to commencement of residential year.
- Attend any other relevant professional development as specified by the Deputy Warden/Tautiaki-Piki or other such activities as requested.

EXPECTED OUTCOMES/KĀ TUKUKA IHO

Expected outcomes of the position are achieved when:

- Deliver excellent academic support and assistance via tutorials and other related outputs as part of the College's academic programme;
- High-level of administration and organisation of materials delivered in a productive manner for all learning levels and styles of residents attending tutorials and other related outputs as part of the College's academic programme;
- All resident members experience a respectful, caring and safe environment within tutorials;
- Duties are completed in a timely and effective manner, without the need for close supervision;
- Community spirit within the College is fostered and thriving; and
- Confidentiality of residents is maintained, with any potential matters of a sensitive nature being reserved for communications with the Deputy Warden/Tautiaki-Piki and senior staff unless otherwise instructed.

PERSON SPECIFICATION/TOHU TĀKATA

Experience/Knowledge/Wheako/Mātauraka

- Experience with tutoring and teaching preferred;
- Leadership and organisational experience;
- Experience as a tertiary student is essential and should be working towards or have a tertiary or post-graduate degree that is relevant to the area being taught; and
- Understanding of learning styles and different pedagogical approaches is preferred with a willingness to expand skills in this area.

Skills/Pūkeka

- Excellent organisational ability;
- Ability to engage and maintain good human relationships;
- Possess a high level of communication skills;
- Time management and task prioritisation; and
- Achieve a very high level of accuracy in their work;



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Attributes/Āhuataka

- Warm, caring and empathetic personality;
- Self-motivated and resourceful with initiative; and
- Flexible and adaptable.

GUIDELINE/REMUNERATION AND LEVEL OF APPOINTMENT

All tutorials have one of two categories:

Category 1 Tutorial is a regular tutorial of one hour. In addition to this you are also paid for the following: 1 hour of preparation time and 0.50 hours of administration (i.e. 2.5 hours total per tutorial: 1 hours prep, 1 hour delivery, 0.5 admin); or,

Category 2 Tutorial is a secondary tutorial. This is an additional tutorial on the same material as a previous Category 1 Tutorial, thereby not requiring additional preparation, you will be paid for the tutorial and an additional 0.25 hours of administration, (i.e. 1.25 hours total per tutorial).

- Tutors are required to complete online timesheets through the Smartly Payroll App, this must be completed at the end of a tutorial;
- Non-residents or Ex-residents ('Exies') are not permitted to attend Selwyn tutorials without the express permission of the Deputy Warden/Tautiaki-Piki. It is the responsibility of the tutor to keep the track of the attendance, identify outsiders, and inform the College as and when needed;
- Tutorials which maintain a regular low attendance percentage may be offered less frequently or cancelled, at the discretion of the Deputy Warden, after consultation with the tutor concerned.
- You are to fill in 2.5 hours as the time worked for each tutorial, unless the tutorial is a *Category 2 Tutorial* in which case you will fill the time in as 1.25 hours worked.
- Remuneration is as per 4.1 of the Tutor contract
- Decision on the level of appointment is determined solely by the Deputy Warden/Tautiaki-Piki, with approval by the Warden Deputy/Tautiaki.

There will be no tutorials held during **mid-semester breaks**, or the **mid-year break**.

Changes to the timetable and/or availability are to be discussed with the Deputy Warden/Tautiaki-Piki as early as possible, preferably at least 48 hours in advance. The Deputy Warden/Tautiaki-Piki will provide at least 48 hours' notice if there are any changes need for a scheduled tutorial.

There will be evaluations of tutorials given to students during the year, to evaluate content and delivery of tutorial, this will be shared with the tutor if required.