

Job Description for: **Tutor – Diploma Youth Work**
Responsible to: **Regional Manager**
Region: **Hawke's Bay**

Job Role:

The key function of this position is to provide a structured learning environment that leads to all learners gaining the Diploma in Youth Work L6.

The tutor for this programme will also ensure that a large percentage of graduates pathway into further educational opportunities, and/or industry based employment. The role therefore involves:

RESPONSIBILITIES:

Operations:

- Delivering on our key contract deliverables including:
 - Retention:- Retaining and engaging all learners enrolled
 - Completion:- Ensuring all learners complete the units and credits available
 - Graduation: Ensuring all learners gain the Diploma in Youth Work L6
- Recruitment:- actively working with the marketing team to promote the programme to the local community to ensure full course recruitment.
- Community Liaison:- Developing and maintaining key community stakeholder relationships whereby the programme is seen as an integral and critical local educational opportunity.
- Delivering and assessing against the Diploma in Youth Work Level 6 content.
- Delivery within other programmes as required.
- Creating, implementing and delivering on individual pathway plans with each learner.
- Developing relevant module resources.
- Co-ordinating weekly, term and annual timetables.
- Facilitation of short course programmes as required.
- Coordination of specialist facilitators.
- Involvement in a range of activities which may include (but not limited to)
 - Unit standard assessment writing and/or updating
 - Internal/external moderation
 - Professional development
 - Other internal committees
 - Development of new programmes or clients
 - Projects to enhance teaching
 - Peer support

Quality Assurance:

- Completing all administrative and compliance requirements
- Ensuring the delivery meets NZQA/SSITO and Industry requirements
- Managing programme budget
- Monitoring, reviewing and reporting on learner progress and outcomes
- Ensuring programmes have language, literacy and numeracy development integrated and reflect learner's individual learning needs

Business Development:

- Liaison and creation of opportunities with other tutors, outside agencies, employers, industry training organisations and community facilities
- Involvement in recruitment and enrolment activities
- Maintain regular contact with industry organisations
- Marketing of products and services
- Active member of a Youth Work Advisory Board
- Active member of local Youth Work Collectives

Additional skills and performance activities relevant to this position:

- Ability to relate to client group and to identify and provide strategies for learners wanting to train and/or gain employment
- Ability to structure educational interventions to support successful employment outcomes
- Ability to work with learners with independent responsibility for their learning programme, and outcome
- Responsive and professional in issues of liaison and interaction
- Relevant experience and qualifications
- Ability to structure learning programmes to support success, foster personal motivation and confidence of learners

Targets:

Achievement of KPI's including:-

- **Enrolment:-** Minimum of 12 learners enrolled
- **Retention:-** 100% of those learners who enrol on the programme remain enrolled and attending on the programme until the end date.
- **Completion:-** 100% of learners enrolled gain 100% of the credits available
- **Graduation:-** 100% of learners enrolled gain the qualification

Achievement of other Key Performance Indicators as outlined and negotiated with Coordinator