



Job Description for: **Tutor - Youth Work Level 3**
Responsible to: **National Youth Work Coordinator**
Niche: **Youth Work**
Region: **South Auckland**

Job Role:

The key function of this position is to provide a structured learning environment within the Youth Work area, providing specific skills to support adult learners in a range of unit standard based modules through effective teaching practice relating to youth and social service work, Level 3.

The aim of the programme is to encourage these students into further educational opportunities, and/or industry based employment. The role therefore involves:

RESPONSIBILITIES:

Operations:

- Delivering and assessing a range of unit standards from the National Qualifications Framework, in particular the National Certificate in Youth Work (Youth Leadership) Level 3.
- Delivery within other programmes as required
- Creating, monitoring and reviewing individual pathway plans with each student
- Developing relevant module resources in youth work
- Co-ordinating weekly and programme timetables
- Facilitation of short course programmes as required
- Involvement in a range of activities which may include (but not limited to)
 - Unit standard assessment writing and/or updating
 - Internal moderation
 - Professional development
 - Other internal committees
 - Development of new programmes or clients
 - Projects to enhance teaching
 - Peer support
 - Attendance at meetings as required
 - Creating appropriate/necessary resources

Quality Assurance:

- Completing all administrative and compliance requirements
- Ensuring the delivery meets NZQA/TKA and Industry requirements
- Managing programme budget
- Monitoring, reviewing and reporting on student progress and outcomes
- Ensuring programmes have literacy development integrated and reflect student'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 Niche/Region products and services
- Active member of the 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 students 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 lessons to support success, foster personal motivation and confidence of students

Targets:

Achievement of programme enrolment targets as outlined in Programme Data Sheet

Achievement of programme completion targets as outlined

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