

ROLE DESCRIPTION

Teaching Fellow Kaiwhakaako

PRIME FUNCTIONS

Teaching Fellows teach and provide teaching-related support and administration. They work closely with course convenors and assist in developing teaching materials, practical sessions and assessments.

Teaching Fellows provide a key point of contact for academic queries from students, assisting with tutoring and pastoral care.

Research is not required although Teaching Fellows may provide input into a research project.

TEACHING OBJECTIVES

1. Present lectures, tutorials, seminars, laboratories, and workshops.
2. Support and undertake teaching to a standard that meets the quality standards expected in the Department/School/Division and discipline.
3. May convene papers, modules or courses (normally Band 2 only).
4. Ensure materials for delivery of classes are prepared and assigned as per the paper and course requirements.
5. Assist with the preparation and development of course material, course plans, assessment criteria and feedback approaches to support the paper and course activities.
6. Invigilate and mark assessment exercises and provide feedback to students on their progress towards learning outcomes.
7. Coordinate the marking process and ensure the provision of constructive and timely feedback.
8. Provide appropriate pastoral support to students.
9. May provide course advice to students as a recognised and trained adviser.
10. Contribute disciplinary pedagogic expertise and experience to discussion on areas of the curriculum, working collaboratively to support and encourage colleagues to think creatively and innovatively.
11. Share teaching expertise with colleagues within the Department.
12. Facilitate and support the use of appropriate tools and technology in the delivery of teaching, including for on-line learning.

TEACHING PRACTICE

1. Maintain own teaching practice, evidenced by the ability to demonstrate knowledge of developments including technical or discipline changes.
2. Maintain, as appropriate, involvement or memberships of discipline-related organisations or groups.
3. Maintain an awareness of teaching developments in the discipline.
4. Maintain an awareness of research developments in the discipline.

5. Maintain best practice and strive for excellence in teaching.

RESEARCH AND SCHOLARSHIP ACTIVITIES

The opportunity to undertake research is subject to Department, School or Divisional requirements.

1. May work towards a tertiary teaching, postgraduate or professional qualification.
2. May assist academic staff in the development of research programmes by contributing a discipline-based perspective.
3. May provide discipline expertise to postgraduate students or their supervisors.

SERVICE

1. Share knowledge with and contribute to the University and broader community.
2. Contribute to the academic goals of the Department, School and Division by applying and sharing knowledge in their discipline.
3. May be required to undertake management/leadership roles within the University and/or community at a level consistent with their band.

RELATIONSHIPS

Directly responsible to:	Head of Department, or Senior PPF, Senior TF or other Academic staff member under the overall direction of the HoD.
Supervision of:	May supervise at low levels.
Functional relationships with:	Students Academic staff General Staff Others in the profession Professional organisations

QUALIFICATIONS AND EXPERIENCE

Essential

1. Appointments to Band 1 may be a relatively recent graduate with some teaching or tutoring experience.
2. Appointments to Band 2 will be experienced teachers with several years' experience in their discipline, and normally hold or be working towards a relevant postgraduate qualification and/or teaching qualification.

Preferred

1. Hold, or be studying towards, a higher degree or tertiary teaching qualification.

MĀORI STRATEGIC FRAMEWORK

Act in a manner consistent with the principles and implications, as well as the University's commitment to te Tiriti o Waitangi as articulated in the Māori Strategic Framework.

PACIFIC STRATEGIC FRAMEWORK

Act in a manner consistent with the strategies and goals contained in the University's Pacific Strategic Framework, role-modelling and promoting Pacific values, equity and diversity principles and cultural safety practices.

SUSTAINABILITY

Act in a manner consistent with the University's sustainability commitments; role-modelling sustainable practices, with a particular emphasis on minimising the environmental impact of day-to-day activities.

Addendum – Te Ihowhenua School of Geography

Te Ihowhenua School of Geography

Our name in te reo Māori, Te Iho Whenua, is derived from an important tikanga (custom). The identity it suggests, speaks of the pivotal relationship between people and the earth (Papatūānuku). Traditionally, it has been common to bury or return the placenta (whenua) of a newborn child to Papatūānuku, thereby connecting the child with the land (also 'whenua'). This practice is known as iho whenua and is central to the concept of being tangata whenua (people of the land). For us as the School of Geography, the name Te Iho Whenua symbolises our focus on the interwoven human and physical processes that together constitute the environment.

The School comprises academic staff who teach and research across physical and human geography, earth and environmental science, environmental management, development studies, and planning. At undergraduate level, we have majors in both BSc and BA Geography, and BSc and BA Environmental Management. We also offer postgraduate programmes in International Development, Planning and Applied Environmental Management, as well as research degrees across science and arts at masters and doctoral levels. We are a diverse, dynamic school, and seek to appoint a two-year fixed term full-time teaching fellow to support our teaching programmes at undergraduate and postgraduate levels.

Role Specification

The Teaching Fellow will support and teach into our undergraduate and postgraduate courses in our Human Geography and Environmental Management programmes at undergraduate and postgraduate levels. As a Te Tiriti led University, and a School that focuses on human-environment relationships and processes, a demonstrated understanding te Tiriti and key concepts in te Ao Māori as they relate to te taiao is required. Knowledge of mātauranga Māori and other indigenous knowledge systems is also desirable.

Candidates should hold a PhD or have tertiary teaching experience in geography or a closely related field. Any of the following areas of specialisation are desirable: urban, political, environmental, or social geographies, planning, development, sustainability and environmental policy and governance. An understanding of Aotearoa New Zealand's environmental history, governance and geography is an advantage.

The Teaching Fellow will:

- Contribute lectures and course materials to team taught papers
- Contribute to and develop new teaching and course materials as part of existing papers or as whole Special Topic papers.
- Co-ordinate or convene papers
- Undertake teaching administration tasks
- Provide pastoral care and course advice to students
- Contribute to the overall smooth running of the School's teaching programmes

Key skills and experience expected in this role are:

- PhD in Geography or a closely related field
- Teaching experience, with a strong desire to develop teaching and facilitate learning success.
- Strong interpersonal skills, collegiality and a willingness to work with students and staff from diverse academic and cultural backgrounds.
- Commitment to working in a culturally safe and respectful manner and demonstrated understanding and appreciation of Te Ao Māori, Te Tiriti o Waitangi principles, and Pasifika values.

Preference will be given to applicants who bring cultural awareness into their teaching, and who can provide culturally appropriate support to students.