

ROLE DESCRIPTION

Teaching Fellow Kaiwhakaako

Department: Public Health (Christchurch)

Division: Health Sciences

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.

This role is for 6 months from July-December 2026, and is at 0.2 FTE.

This role will primarily support postgraduate public health papers offered by Public Health, Christchurch, particularly PUBH723 (Survey methods).

TEACHING OBJECTIVES

1. Deliver and Support lectures and tutorials.
2. Support and undertake teaching to a standard that meets the quality standards expected in the Department/School/Division and discipline.
3. Ensure materials for delivery of classes are prepared and assigned as per the paper and course requirements.
4. Assist with the preparation and development of course material, course plans, assessment criteria and feedback approaches to support the paper and course activities.
5. Invigilate and mark assessment exercises and provide feedback to students on their progress towards learning outcomes.
6. Coordinate the marking process and ensure the provision of constructive and timely feedback.
7. Provide appropriate pastoral support to students.
8. 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.
9. Share teaching expertise with colleagues within the Department.
10. 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.

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.
4. May be required to provide internal review of student research proposals, at a level consistent with their band

RELATIONSHIPS

Directly responsible to: Head of Department.

Supervision of: Not applicable.

Functional relationships with: Students
 Academic staff, particularly the course conveners
 Professional 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.
3. Experience with use of, and/or demonstrated knowledge in social research methods, particularly surveys.
4. Experience with development of surveys using software such as Qualtrics or REDCap.

Preferred

1. Knowledge of public health within the New Zealand context will be highly regarded
2. Experience with distance teaching will be highly regarded
3. Experience with curriculum and/or course content will be highly regarded

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.