EASTERN INSTITUTE OF TECHNOLOGY
TE AHO A MĀUI

Position Description
Form or Template HG184

Learning Facilitator – Skills for Learning and Working (Supported Learners

Function:	Health and Wellbeing, School of Health and Sport Science
Reports to:	Assistant Head of Schooll
Location:	Hawkes Bay
Arrangement:	Permanent, part-time, 28 hours per week, term time only
Date:	August 2026

Pūtake | Purpose

To work alongside teaching staff to enhance the student learning experience and provide student mentorship and guidance to assist students in engagement within the Supported Learning programme.

Ngā Whanaungatanga | Working Relationships

Internal:	Dean, Faculty of Education, Humanities and Health Science, Head of School and Assistant Head of School, Health and Sport Science, Programme Coordinator, Skills for Learning and Working (Supported Learners) team, Health and Wellbeing team, Faculty Administration Manager, Other Health and Sport Science Academic and Allied staff, NZ Certificate in Skills for Learning and Working (Supported Learners) students, Faculty Academic Committee
External:	Key stakeholders, Combined Support Programmes Advisory Committee, Academic Board, Local and National Disability Groups, Supported employment network, Social enterprises

Mana Whakahaere | Resource Delegations

Financial:	None
People:	None

Kawenga Mahi | Accountabilities

Learning Facilitation

- Work alongside students and encourage them with their learning
- Assist students to engage with their course work
- Respond to questions from students about their learning projects, tasks and the like

Teaching Facility and Resources

- Work with teaching staff to ensure that the teaching facility is fully functional and safe

- Work with teaching staff to ensure the learning environment is prepared
- Assist students in tidying up afterward

Student Support

- Provide student mentorship.
- Identify students with learning issues and refer to tutor or specialist as appropriate
- Work with teaching staff to provide additional practical support to students with learning issues
- Follow up students who haven't been attending classes and refer to the tutor or specialist as appropriate

Tutor/Lecturer Support

- Work with teaching staff to integrate theory and practical teaching methodologies
- Contribute to new ideas and develop new learning resources, if appropriate
- Provide feedback to the Tutor/Lecturer on the effectiveness of teaching and learning practice
- Assist teaching staff with the recording of student learning progress

Personal/Professional Development

- Keep up to date with relevant social, professional and technical developments through community and/or industry contact, reading and where possible attend appropriate courses
- Implement ongoing professional development objectives

Administration

- Implement the policies and procedures documented for the Faculty
- Attend Institute and staff meetings as appropriate
- Maintain and operate Eastern Institute of Technology administrative policies and procedures as appropriate

Team Activity

- Be an active and supportive team member
- Develop positive and constructive working relationships with colleagues
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General Responsibilities:

- Comply with EIT policies and procedures.
- Contribute to a healthy workplace by implementing safe work practices and strategies to effectively manage personal wellbeing.
- Undertake additional responsibilities and tasks relevant to this position as requested by the manager.

Demonstrate commitment to:

Te Tiriti o Waitangi: Through our developing understanding of our obligations and our connection with Te Tiriti o Waitangi as both individuals and as an organisation.

Ākonga at the Centre: Through prioritising the experience, wellbeing, and success of our ākonga in our decision-making process.

Equity: Through recognition, empowerment, and inclusion we can give greater acknowledgement of the unmet needs of Māori, Pacific and disabled ākonga and their whānau.

Vocational Education and Training Excellence: Through quality provision for all ākonga, meeting the regional needs of employers and communities.

Pūkenga, Wheako, Mōhiotanga, Tohu Mātauranga | Skills, Experience, Knowledge and Qualifications

Knowledge, Experience and Skills:

- Previous experience of mentorship and pastoral support for students **desired**
- Empathy for students **essential**
- Competence in the use of Microsoft Office, **essential**
- Knowledge and understanding of the disability sector **essential**
- Understanding and respect for student health and wellbeing, **essential**

Skills:

- Well-developed oral, written and interpersonal skills **essential**
- Expertise in student mentorship and guidance **desired**
- Administration and organisational skills **required**
- Experience with providing fitness and nutrition guidance, **desired**
- First Aid Certificate, **required**
- Insight into risk management, **essential**

Special Aptitudes:

- An appreciation of student learning and a commitment to improving student learning skills
- Have a functioning network of contacts within the local industry and community
- An ability to initiate new ideas in response to identified needs
- Demonstrate a positive attitude to safety procedures
- An understanding and appreciation of cultural issues and a commitment to the development of a culturally sensitive working and learning environment
- Able to work effectively in a team environment
- Able to set and achieve personal goals
- Flexibility and ability to adapt to client needs, i.e. students

Personal Attributes:

- Friendly and approachable manner
- Professional approach
- Flexible, adaptable and responsible
- Excellent communication skills

QUALIFICATIONS:

- Relevant qualification would be an advantage

Essential requirement:

This position is classified as a core children's worker role and under the requirements of the Vulnerable Children Act 2014, the incumbent will be subject to a police and identity check prior to appointment and every three years thereafter.

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Ngā Uara o Te Aho a Māui | Values of EIT

Herea te momoho | Inspire success:

- Support continuous learning and improvement through collaboration.
- Encourage innovation and challenge existing ways of working to achieve better outcomes.
- Recognise and celebrate the achievements of ākonga, kaimahi, and whānau.

Herea te tangata | Nurture whanaungatanga:

- Build and maintain genuine relationships through manaakitanga, care, respect, and generosity.
- Honour wairuatanga by recognising and respecting diverse identities, perspectives, and needs.
- Work collaboratively in service of ākonga and communities, demonstrating kotahitanga to achieve shared goals and outcomes.

Herea te mana | Act with integrity:

- Act with honesty and integrity, doing what is tika and pono, even when it is not easy.
- Uphold the mana of others through respectful, trustworthy, and principled interactions.

Herea te pono | Be committed:

- Make sustained contributions toward shared goals and outcomes, aligned to a collective kaupapa.
- Take accountability for actions, impact, successes, and challenges.
- Maintain personal wellbeing and support the oranga of others to remain resilient in times of change.

Document information – Office use only	
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