



The Catholic Institute of Aotearoa New Zealand

Position Description – Lecturer/Site Leader

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| Position Title: | Lecturer |
| Nature of Position: | The position is full time. |
| Agreement for Service with: | The Catholic Institute of Aotearoa New Zealand. |
| Accountability: | The Catholic Institute lecturers are accountable to the Academic Dean. |
| Key Relationships: | Director, Academic Dean and Heads of TCI operational centres; Universities and other appropriate Tertiary Institutions; Diocesan Vicars for Education; Diocesan Pastoral Services & Adult Formation; Schools Office Managers and RE Advisors; Principals and DRS's in Catholic primary and secondary schools. |

THE ROLE

Under the direction of the Academic Dean, lecturers are primarily responsible for the development and delivery of TCI's tertiary programmes. They will participate in maintaining effective academic courses that meet the needs of TCI's students, key stakeholders and the broader Church of Aotearoa New Zealand, encouraging a critical reflection on praxis and engaging the bicultural context of Aotearoa New Zealand within the theological frameworks of the Catholic intellectual tradition.

The primary purpose of this position is to actively contribute to the development, delivery and review of TCI's academic and theological programmes. Site Leaders will maintain a close working relationship with the TCI Leadership Team – particularly the Academic Dean and Head of Student and Business Support to ensure the smooth running of their local site. They will actively foster and maintain key relationships in the appropriate diocesan and education sectors; promote TCI programmes and services; participate in the development of resources and support TCI's strategies for the qualification of those leading and teaching in Catholic schools, in faith formation and other Catholic ministries.

Success in the role will be marked by strong and positive local relationships, engaged students who complete courses and qualifications in the time allowed, a constructive contribution to the TCI research culture, accurate and reliable site data and full compliance with TCI quality systems and regulatory obligations.

| KEY TASKS | % of TIME | EXPECTATIONS |
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| <p>Learning, Teaching & Administration:</p> <ul style="list-style-type: none"> • Develop, teach and review courses for the NZQA approved and other courses as negotiated with the Director TCI, the Academic Dean and Head of Student and Business Support. • Identify and develop theologically appropriate and educationally suitable material for TCI's courses • Establish appropriate supportive contact with students – particularly students studying by distance and/or and mixed mode learning models. • Take responsibility for the proper administration and smooth delivery of particular courses. • Demonstrates respect for the heritages, language and cultures of both partners to the Treaty of Waitangi. • Works effectively within the bicultural context of Aotearoa New Zealand. | <p>60%</p> | <ul style="list-style-type: none"> • Prepare and deliver courses within your own discipline area; • Maintain effective academic programmes that meet the needs of TCI's students and key stakeholders through participation in planning of assessment tasks; academic courses, programme reviews and course moderation cycles; • Be familiar with and adhere to TCI's processes and procedures as outlined in relevant TCI Operational Manuals and Teaching Guidelines. • Ensure courses are organized and delivered in line with TCI's goals and stated objectives; • Ensure formal assessment is fair and consistent; • Respond to students in a timely manner; • Identify individual student needs and respond to any learning barriers of students; • Ensure correct and appropriate course information and advice is delivered to students; • Direct students where necessary to the appropriate Student Service support. • Participate in the preparation of monthly site reports and annual site and cohort timetables; • Follow TCI policies & procedures in relation to the enrolment, administration and delivery of courses. • Participate – and where appropriate initiate – publicity and advertising for particular academic programmes. • Show an understanding of the work of the Catholic Church in relation to the Treaty of Waitangi. • Actively support the Catholic Church's promotion of its bicultural commitment. • Practice and develop the relevant use of te reo Māori me ngā tikanga-a-iwi ākongā in context. • Specifically and effectively addresses the educational aspirations of ākongā Māori, displaying high expectations for their learning. |
| <p>Areas of Special responsibility:</p> <ul style="list-style-type: none"> • Site Leader | <p>30%</p> | <ul style="list-style-type: none"> • Lead engagement with local diocesan, school and parish stakeholders, to increase awareness and uptake of TCI courses and programmes; • Foster word-of-mouth promotion of TCI courses and programmes among current and former students; |

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| | | <ul style="list-style-type: none"> • Manage processes necessary to prepare site reports to ensure the accurate reporting to the national office of the administrative; academic and education information and progress of the local site; • Manage the process and status of students programme and qualification completion; • Ensure teaching facilities/material preparation are ready and operational for courses; · Respond to student queries in a timely manner – and where necessary refer them to the appropriate person for information; • Complete all other activities and tasks as assigned by the Academic Dean or Head of Student and Business Support. |
| Research and Professional Development | 10% | <ul style="list-style-type: none"> • Participate in TCI’s Research Seminars and academic extension initiatives; • Contribute to TCI’s research profile through independent academic publications and attendance at conferences; • Participate in TCI’s professional development initiatives; |

Undertake duties as may be required from time to time by the Director or Academic Dean.

Professional Expectations

- Knowledge of and commitment to contemporary Catholic teaching and Church documents appropriate to the work of the Institute
- Commitment to keep up to date with educational best practice and key developments in learning and teaching.
- Adherence to ethical, respectful, positive and collaborative professional working relationships internally and externally.
- A working understanding of the nature of collaborative ministry;
- Ability to communicate at a high level both orally and written, to impart correct information in a style appropriate to the intended audience and consistent TCI’s goals and objectives;
- Able to view learning as an ongoing process. Open to learning new things and expanding knowledge.

Qualifications:

- Minimum Masters degree in Theology; RE (or equivalent)
- Teaching qualification and/or experience