

JOB DESCRIPTION: FILM TUTOR

Position:	Film Tutor
Reporting to:	Campus Manager Team Lead Any other person as determined by the Campus
Functional relationships with:	All Campus Tutors Other Campus Team Leads Administration & Marketing Staff Short Course / School Holiday Programme Team Industry Stakeholders
Primary objectives:	To teach a range of subjects that will enable taura/students to attain a recognised qualification. To meet and maintain Yoobee College of Creative Innovation's criteria for teaching.

REACHING THESE OBJECTIVES WILL INVOLVE THE FOLLOWING KEY TASKS:

Key Task	Expected Results
Teach a range of subjects that will enable students to achieve the qualification they have enrolled in.	<ul style="list-style-type: none"> Taura/Students receive quality tuition catering to their individual learning needs. No complaints from taura/students received regarding the standard of teaching.
To prepare lesson plans and suitable teaching resources.	<ul style="list-style-type: none"> Lessons conducted in accordance with a lesson plan utilising suitable teaching resources.
Supervision of programme practical components.	<ul style="list-style-type: none"> Responsible for supervising taura/students in the practical application of their learning, ensuring they effectively translate theoretical knowledge into hands-on skills. Guide taura/students through real-world scenarios, providing constructive feedback, and fostering a professional environment that prepares them for industry standards and expectations.
Participate in the continuous improvement of course content and teaching resources as directed by relevant Faculty Lead or Quality team.	<ul style="list-style-type: none"> Course material is updated and reflects current industry practices and standards. A willingness is displayed to share knowledge and ideas with other members of the teaching staff.
Deliver assessments and evaluate to prescribed national and local qualification standards.	<ul style="list-style-type: none"> Appropriate information given to taura/students at the beginning of each assessment. Assessments are delivered and evaluated in accordance with the school's standards-based assessment procedures and/or those standards set by NZQA. Preparation and marking of assessment exercises and briefs demonstrates the professional approach of the school.

Supervise course assessments.	<ul style="list-style-type: none"> • Appropriate information given to tauira/students at the beginning of each assessment of this type. • Supervision is conducted in a manner that meets the school's standards. • Supervision always meets NZQA guidelines.
Assist with the care and maintenance of classrooms/ labs and teaching equipment and resources.	<ul style="list-style-type: none"> • Tauira/Students informed and if necessary, reminded of the correct way in which classroom equipment and resources are to be used. • Campus Manager/appropriate staff member advised when routine or specialist maintenance of equipment is required.
Recording of accurate student data, assessment results, attendance, student-at-risk and any other documentation required by the Campus Manager.	<ul style="list-style-type: none"> • Tauira/Students advised about the reasons for collecting data for records. • Tauira/Student information is gathered accurately and within the required time schedules. • Tauira/Students data is accurately recorded and shared within the school's defined paper and electronic data systems.
Comply with the school's Quality Management System and school rules.	<ul style="list-style-type: none"> • All actions to meet the standards defined in these documents. • All records and auditable compliance requirements carried out to the standard defined in the Quality Management System.

CRITERIA FOR CLASSROOM TEACHING:

Key Area	Expected Outcome
Planning and preparation	<ul style="list-style-type: none"> • The tutor shall ensure each lesson contributes effectively towards a planned programme of work, within the school's approved scheme of work, and provides constructive feedback to support students' progress.
Subject competence	<ul style="list-style-type: none"> • The tutor shall be competent in the content of his/ her/their subject area and keep informed of development in it.
Teaching techniques and management	<p>The tutor shall:</p> <ul style="list-style-type: none"> • Impart subject content effectively. • Make the approach suitable to the level and cultural needs of the students in the class. • Provide and maintain a purposeful working atmosphere. • Stimulate student interest and active participation.
Relationships with students	<p>The tutor shall:</p> <ul style="list-style-type: none"> • Promote the personal and education welfare of tauira/students. • Be willing and able to establish good relationships with tauira/students, to respect their individual needs and cultural backgrounds, and to encourage learning.
Relationship with the school	<p>The tutor shall:</p> <ul style="list-style-type: none"> • Establish and maintain effective working relationships with the staff of the school; and • Contribute towards the effective functioning of the total school operation, including the school's relationship with whānau), wider community and stakeholders.

Additional and Special Responsibilities

The tutor may:

- Counsel students for in-class misdemeanours or for breaching campus rules.
- Recommend that a student receive counselling from a professional counsellor.
- Not suspend or terminate a student.
- Recommend the suspension or termination of a student for consideration by the Campus Manager.
- Recommend changes to standard work procedures for consideration by the Campus Manager.
- Recommend changes to programme curriculum for consideration by the Faculty Team Leads (FTLs).

YOOBEE COLLEGES' VALUES:

Excellence

To us, excellence is non-negotiable. We strive for excellence in everything we do and aim to inspire it in every one of our students.

Partnership

By collaborating and connecting with our partners, we can truly understand and deliver what they need.

Innovation

In our pursuit of excellence, we are constantly looking beyond the status quo.

Care

Students come first. We create nurturing and inspiring learning environments, so our students can achieve their goals and go on to fulfil their potential.