

POSITION DESCRIPTION

Teaching Fellow

Reports to:	Academic Team Leader – Marine Science
Division:	STEM
Tenure:	Two years
Location:	Tauranga
Date:	18 th January 2027

Vision

Ko te tangata

A research-intensive university providing a globally connected, innovative and inclusive student experience in an environment characterised by a commitment to diversity, respect for Indigenous knowledge, and high levels of community engagement.

Values

Ko te mana o Te Whare Wānanga o Waikato ka herea ki tō tātou:

- Tū ngātahi me te Māori
- Mahi pono
- Whakanui i ngā huarahi hou
- Whakarewa i te hiringa i te mahara

The University of Waikato places a high value on:

- Partnership with Māori
- Acting with integrity
- Celebrating diversity
- Promoting creativity

1. GENERAL

Te Wānanga Pūtaiao - Division of STEM undertakes teaching and research in a range of core disciplines grouped under three academic schools. The Division also has several research units and commercial/equipment units.

Te Aka Matuatua - School of Science provides programmes in Biomedical Sciences, Chemistry, Earth Sciences, Ecology and Biodiversity, Environmental Sciences, Marine Science and

Molecular and Cellular Biology. About two thirds of the School is based in Hamilton, with the remainder at the new Tauranga CBD campus and the Marine Field Centre at Sulphur Point in Tauranga.

2. POSITION PURPOSE

The Teaching Fellow will provide quality undergraduate teaching in Marine Science, Environmental Sciences, and Ecology and Biodiversity, including lectures, tutorials and workshops; oversee laboratories and field trips; training and supervision of sessional assistants; and undertake paper administration (including co-convening papers). The Teaching Fellow will also contribute to the pastoral care of students in the papers they teach. The Teaching Fellow is expected to normally teach up to twenty formal contact hours per week during the teaching periods.

The Teaching Fellow will also contribute to School outreach and engagement, teaching innovation, curriculum refreshment and alignment of learning activities and content between subjects across the School, by working collaboratively with other Teaching Fellows and relevant academics and technicians. This work will include ensuring alignment with the secondary school science curriculum and ensuring a smooth transition for students into tertiary education.

3. ACCOUNTABILITY

The Teaching Fellow is responsible to the Academic Team Leader – Marine Science.

4. KEY RELATIONSHIPS:

Academic Team Leader – Marine Science
Dean of Science
Deputy Dean of Science
Other Academic Team Leaders

Other Teaching Fellows
Other School staff
Doctoral and graduate assistants
Sessional Assistants
Students

5. KEY TASKS

Having regard to the aims and objectives and long-term strategic goals of the School, Division and University the primary objectives of a Teaching Fellow include:

- Lecture, tutor, and, where appropriate, supervise laboratory or field work, at undergraduate level.
- Carry out paper marking and assessment activities.
- Organise, train and supervise the work of sessional assistants.
- Undertake related paper administration activities.
- Assist with the development of teaching materials and with paper revision.
- Participate in and, where appropriate, coordinate outreach and engagement activities for the School
- Participate in the maintenance of a safe and healthy work environment for self and others including students. Comply with and undertake responsibilities set out in the University's Health and Safety Policy.
- Any other duties that are consistent with the position held, other than in exceptional circumstances such as rehabilitation after injury or sickness.

NOTE: Staff have annual objectives, development and reflection (ODR) meetings with their manager. New staff normally attend such a meeting approximately three months after taking up their appointment.

6. PERFORMANCE STANDARDS

The Teaching Fellow will be performing satisfactorily when:

- The paper is well organised: students understand how learning activities align with learning outcomes and assessments; students have a clear understanding of assessment expectations; marks are provided to students in a timely manner; final marks are accurate and submitted on time.
- Lecturing and related teaching/support is of a high quality and uses modern teaching and assessment techniques.
- Sessional Assistants are well organised and supported with the necessary resources.
- Privacy of student information is maintained with University guidelines.
- Contributions made to administration and other departmental activities demonstrate initiative and a willingness to support School/Faculty goals and objectives.
- Safe and healthy work practices are followed. University policies, procedures, relevant work standards and statutory obligations are complied with.

PERSON SPECIFICATION

EDUCATIONAL QUALIFICATIONS

Essential

- A postgraduate qualification in a relevant field.

TRAINING, SKILLS AND KNOWLEDGE

Essential

- Knowledge of relevant scientific discipline/s.
- Proven successful teaching skills at tertiary level.
- Marking and assessment skills with high levels of accuracy.
- Organisational and administrative ability.
- Familiarity with tikanga Māori within a tertiary education setting.

PERSONAL QUALITIES

- A commitment to effective student learning
- Self-motivation and a pro-active approach.
- A passion for science education and inspiring the next generation of scientists
- A personal commitment to, and enthusiasm for, the value of Mātauranga Māori alongside western science
- Demonstrated ability to contribute and operate in a team environment.
- Ability to relate and communicate effectively and sensitively to students and staff from a variety of backgrounds and cultures.
- Commitment to a culture of openness, flexibility and cooperation to achieve excellence.
- High levels of professionalism when dealing with staff and students.
- A commitment to equal opportunity and to the University's partnership with Māori as intended by the Treaty of Waitangi.