

## POSITION DESCRIPTION

### Teaching Fellow

<b>Reports to:</b>	Deputy Head of School
<b>Division:</b>	Te Wānanga Toi Tangata Division of Education
<b>Tenure:</b>	Fixed Term 3 years
<b>Location:</b>	Hamilton
<b>Date:</b>	April 2026

#### Vision

Ko te tangata

A research-intensive university providing a globally connected, innovative and inclusive studenty 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 Toi Tangata Division of Education provides innovative approaches to both education and educational research. The Division comprises a number of arms of expertise:

- Te Kura Toi Tangata School of Education offers a range of programmes in areas of initial teacher education, education and society, counsellor education, social work, disability and

inclusion, human development, educational leadership, digital learning and teaching English to speakers of other languages.

- Wilf Malcolm Institute of Educational Research ensuring the successful management, completion and dissemination of research.
- Te Whai Toi Tangata Institute of Professional Learning provides high quality professional learning opportunities.
- Poutama Pounamu promotes contexts for change where equity, excellence and belonging can be realised.

This position is based in Te Kura Toi Tangata School of Education and may involve teaching online or at both our Hamilton and Tauranga Campuses.

Te Kura Toi Tangata School of Education offers quality academic programmes in social sciences in education and initial teacher education at undergraduate level, and a range of programmes across both taught and research postgraduate. Our programmes are research-informed and delivered through high quality academic staff catering for domestic and international students. As a leader of education in New Zealand, we are committed to enhancing education through teaching, research and professional services.

## **2. POSITION PURPOSE**

Teaching Fellows provide quality teaching in lectures, tutorials and workshops, oversee laboratories and field trips, and undertake paper administration. They often have full responsibility for assessment of degree credit work and may train and supervise other staff.

This is a teaching focussed position, with an emphasis on supporting students across all programmes to enhance their knowledge of Mātauranga Māori, tikanga Māori and te reo, and in preparing students in initial teacher education programmes to develop their knowledge to enhance Māori achievement in schools and early childhood centres. Teaching Fellows are not required to undertake research or complete higher degrees as part of their role, and as such are not eligible to apply for research funding. Supervision of postgraduate students is not required.

## **3. ACCOUNTABILITY**

The Teaching Fellow is responsible to the Deputy Head of School.

## **4. KEY RELATIONSHIPS:**

Head of School  
Deputy Head of School  
Academic Lead Initial Teacher Education  
Programme Leaders  
School Manager  
School Administrators  
Other School and Division staff  
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 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.

## **6. PERFORMANCE STANDARDS**

The Teaching Fellow will be performing satisfactorily when:

- Lecturing and related teaching/support is of a high quality and uses modern teaching and assessment techniques.
- Paper convenors and other academic staff are supported and assisted in paper administration and other related activities.
- Student learning is appropriately facilitated in accordance with School expectations.
- Contributions made to administration and other departmental activities demonstrate initiative and a willingness to support School 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 or equivalent professional experience.

### Preferred

- A PhD in a relevant field or working towards completing or an interest in enrolling.
- A recognised teaching qualification
- A current practising certificate or willingness to renew certification.

## TRAINING, SKILLS AND KNOWLEDGE

### Essential

- Proficiency in te reo Māori
- Knowledge of tikanga Māori and Mātauranga Māori
- Broad and in-depth knowledge of teacher education, specifically the cultural competencies required of teachers in Aotearoa.
- Proven successful teaching skills at tertiary level.
- Marking and assessment skills with high levels of accuracy.
- Organisational and administrative ability.

### Preferred

- Understanding and knowledge of Pasifika perspectives
- Curriculum development skills.
- Demonstrated knowledge and experience of evaluative visiting of students undertaking professional experience placements.

## PERSONAL QUALITIES

- Self-motivation and a pro-active approach.
- 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 Te Tiriti o Waitangi.