

JOB DESCRIPTION

JOB TITLE:	Trades Academy Tutor
GROUP:	Sales and Delivery
TEAM:	Vocational Pathways
SUB TEAM:	Trades Academy
REPORTS TO:	Team Leader Trades Academy Tutors
DATE:	October 2026

Our strategic intent

To be trusted partners leading education in the primary sector for a prosperous and sustainable New Zealand. We will do this by:

- Continue to build a high trust partnership model.
- Ensure high learner achievement.
- Continue to operate a sustainable education business.

Purpose of Position

The Trades Academy Tutor delivers quality Trades Academy programmes by providing students with a consistent, dynamic, and valuable learning experience, enabling students to have the theoretical and practical knowledge to be set up for a career pathway in the primary industry.

The role also takes ownership of key relationships with stakeholders and is committed to embracing cultural diversity, striving for success for all students.

Key Areas of Responsibility

	Key Responsibility	Critical Tasks
1.	Programme Management	• Ensures that all students are provided with a consistent coherent, safe, and valuable learning experience in accordance with the programme requirements. • Ensures that all student results, reviews, and evaluations are completed promptly. • Utilizes resources effectively and displays a willingness to share their resources to allow optimal usage. • Focuses on student engagement and continuous quality improvement.
2.	Stakeholder Engagement	• Actively promotes Trades Academy programmes to schools. • Encourages students to transition to higher levels of learning in the primary industry. • Builds positive relationships with farmers and ensures that farm access agreements are in place to provide students with experiences on farms that are safe and valuable in accordance with the programme requirements.

		• Maintains key relationships, and ensures relevant information is communicated effectively and through appropriate channels. • Promotes Primary ITO in a positive light to students, schools, farmers, and other key stakeholders. • Works across the business as a professional and positive team player.
3.	Students Learning Needs	• Tutors students as required. • Ensures that all individual learning needs of students are identified and supported throughout the delivery of their education experience. • Performs regular monitoring and tracking of students' progress to support their success. • Encourages and supports students to achieve learning outcomes.
4.	Safety and Wellbeing	• Performs the requirements of the position safely at all times. • Provides a safe learning environment for all students. • Promotes safe work practices and ensures these are followed by employees, students, contractors, and visitors. • Promotes adherence to safety and wellbeing policies and procedures and ensures the safety and wellbeing systems are working effectively. • Supports the Safety and Wellbeing Representatives and supports safety and wellbeing initiatives. • Actively engages in relevant training required to work safely.
5.	Cultural Capability	• Embraces our cultural values, demonstrates a willingness to grow bi-cultural awareness and expresses this both within and outside our organisation. • Uses the Te Ako Tiketike model to support learners and employers.

Working Relationships

The role will work closely with:

Internal: Team Leader Trades Academy Tutors, Vocational Pathways Manager, General Manager Sales and Delivery, fellow Trades Academy Tutors, Sales and Delivery Team, and Academic team.

External: Students, Schools, Farmers, Farm workers, Industry organisations (for student visits and experiences) and other key stakeholders.

Extent of Authority

Budget	N
General	As delegated by the Vocational Pathways Manager
Holds delegation	N
Jobholder can spend unbudgeted capital	N
Jobholder is responsible for committing the organisation to long-term contracts	N
Jobholder signs correspondence for Company	N

Skills and Experience

Essential	Desirable
▪ Experience in teaching, tutoring and assessment with a proven ability to effectively deliver interesting and informative practical and theoretical programmes. ▪ A current unrestricted private motor vehicle licence is required.	

Qualifications

Essential	Desirable
▪ A qualification (or equivalent) in the primary industries.	▪ A qualification in vocational education, and / or foundation education ▪ US 4098 ▪ NCALNE

AGREEMENT with the duties and responsibilities of the position as reflected in this Job Description. Primary ITO and the Vocational Pathways team must be responsive to the needs of our customers so duties may change, and flexibility will be required from the Trades Academy Tutor.

Signature of Position Holder	Date
Signature of Manager	Date