

The Jinhua Polytechnic Wintec International College

This is an opportunity to be at the forefront of a very exciting and innovative international education project. Wintec is employing staff to teach, for Wintec, at its joint international college in Jinhua, Zhejiang Province, China.

The Jinhua Polytechnic Wintec International College is an academic institution operated and managed by Jinhua Polytechnic, China, and Waikato Institute of Technology (Wintec) in New Zealand. The international college aims to introduce quality international education resources, to promote the complementary advantages of China-NZ teaching and learning, to contribute to the Zhejiang region's social and economic development, and to train technical personnel with an international perspective.

The international college currently offers six qualifications at diploma level taught by both Wintec and Jinhua staff. Students will receive the following Jinhua Polytechnic qualifications: Diploma in Computer Networking Technology; Diploma in Technology of Computer Applications; Diploma in Applied Electronic Technology; Diploma in Mould Design and Manufacturing; Diploma in Architectural Engineering Technology; Diploma in Art and Design.

On completion of this study and the fulfilment of requirements, students can also be awarded the following qualifications from Wintec:

- NZQF Diploma in Networking
- NZQF Diploma in Computer Applications
- NZQF Diploma in Engineering (3 Strands: Electrical, Civil and Mechanical)
- Diploma in Graphic Design

Qualifications will continue to be added over time to meet the business needs for the Zhejiang region.

Students take part in English classes for approximately 8 – 9 hours per week. Classes are generally beginner to intermediate level plus IELTS classes.

Role Purpose

1. To ensure successful student outcomes by using student-centred teaching and creating a positive and supportive learning environment.
4. To contribute positively and appropriately as a member of the international college teaching team and to fulfil necessary administrative and course development requirements.
2. To deliver a language programme aimed at preparing students for their subject major in an English language medium, and further preparing them for studying at Wintec NZ.
3. To ensure students are able to understand and work effectively with the content language in their specialisation classes delivered in English.
5. To assist with the development of the English Language programme, including classroom materials, lesson plans,

assessments, etc.

Employment Details

Location The appointee will be based at Jinhua Polytechnic Wintec International College, Jinhua, China.

Reports to The Manager, Jinhua

Package The salary is expected to be within the range of NZ\$ 58,000 to NZ\$ 68,000 per annum

Basic accommodation is provided by Jinhua Polytechnic

Business Travel Insurance

One economy class return flight to the home country each year worked

Tenure Fixed term

Hours Up to 24 teaching hours per week, approximately 37.5 duty hours per week

Direct reports N/A

Financial authority N/A

Functional relationships

Programme Coordinator - Specialisations

English Language Teachers

Specialisation Teachers

Vice Dean of the International College

Coordinators from the International College

Deans, Vice-Deans and Coordinators from the following Jinhua Polytechnic Schools:

- Civil Engineering
- Mechanical Engineering
- Information Technology
- Art and Design

Department of International Cooperation and Exchanges (DICE)

Wintec Centre for Languages Team Manager

International college students

Wintec's Offshore team

Accountable for Successful when

Teaching Quality

Facilitating Learning

Applies a variety of student-centred teaching and learning strategies to ensure students success.

Delivers high quality learning experiences using a variety of technology and student-centred teaching methods providing for individual learning needs, and provide students with opportunities to demonstrate their knowledge and skills.

Develops and maintains rapport and a supportive relationship with and between learners by ensuring a positive and engaging teaching and learning environment.

Planning, and Preparation

Plans, prepares in advance, and continually updates teaching resources, learning activities, lesson plans, and effective assessment methods to ensure learner progress.

Responds to student feedback and peer/manager observation reports by reviewing and updating teaching and teaching resources to ensure ongoing improvement of teaching content.

Discipline and Subject Area

Maintains an up to date knowledge in subject area and shares knowledge with colleagues.

Curriculum Development

Assists with the ongoing development of Wintec's English language programme.

Ensures that there is constructive alignment between the learning outcomes, learning activities and assessments within the English language programme.

Participates in the development and facilitation of blended learning.

Assessment of Student Learning

Works from Wintec's English language programme to apply a variety of formative and summative assessment tools that are valid, sufficient, fair and transparent.

Informs students of assessment and marking criteria and scheduling in a timely manner.

Ensures students receive constructive feedback on their progress, and participates in moderation activities.

Classroom Management

Cultivates a motivated and energetic learning environment that is supportive of all students.

Has clearly defined classroom guidelines in place for the students.

Academic Administration

Fulfils the requirements of Wintec's systems, practices and legislative obligations by ensuring administrative responsibilities, internal and external moderation, monitoring and review requirements are completed.

Fulfils the requirements of Jinhua Polytechnic's systems, regulations and legislative obligations by ensuring administrative responsibilities are understood and completed on time.

Enters academic results into the relevant systems for Jinhua Polytechnic and Wintec.

Development	<p>Regularly engages in critical reflection of own teaching practice using formal and informal feedback and self-reflection in order to improve practice.</p> <p>Engages positively in peer support, observation, mentoring and/or peer review exercises.</p>
Organisational Commitment	<p>Represents Wintec at the international college in a professional manner and upholds our reputation.</p> <p>Adheres to Wintec’s Values, Standards of Behaviour and Principles of Professional Practice.</p> <p>Participates in international college and Jinhua Polytechnic activities and events.</p> <p>Participates in Promotional and graduation activities, and in the broader professional and academic life of the Jinhua Polytechnic Wintec International College.</p> <p>Fulfils the requirements of the International College’s and Jinhua Polytechnic’s systems and practices by ensuring administrative and academic responsibilities are understood and met.</p>
Occupational Safety and Health	<p>Hazards in the area of responsibility are identified and reported through to the Manager or International HR Director.</p> <p>Required health and safety training is completed.</p> <p>Work accidents, incidents, near misses, bullying, harassment or similar are reported to the Manager or International HR Director as soon as possible after occurrence.</p>
Wintec Culture	<p>Observes Wintec’s mission, strategies, priorities and values in all activities.</p> <p>Demonstrates an understanding of and commitment to Wintec’s mission, strategies, priorities and values.</p> <p>Follows all Wintec policies and procedures and legislative obligations.</p> <p>Promotes equity and diversity in the workplace, build mutual trust, and treats staff equitably, transparently, fairly and in a culturally appropriate manner.</p> <p>Undertakes continuous improvement and development of systems, procedures and service to ensure Wintec maintains and develops its position as a leading provider of vocational education and training.</p>
Other Duties	<p>Performs other duties as may be reasonably required from time to time.</p>

Wintec Values

Our values are at the heart of our organisation. They set expectations of how we work and communicate with our colleagues, students, staff and the community.

Working Together

Mahi tahi

We work collaboratively within and outside our organisation. We form partnerships, openly communicate, share expertise and try new things.

Challenge and Innovation

Whakaaro whānui

We are leaders, so we challenge ourselves and others to look for ways to do things better and to embrace innovation and achievement.

Customer Focus

Manaaki tangata

Students, employers and colleagues in the organisation are all our customers. We drive our organisation from their needs, and act with purpose, creativity and energy to exceed their expectations.

Valuing People

Whakamana i te tangata

We treat everyone with courtesy and respect, without prejudice and valuing different perspectives. We involve and listen to others, and recognise them for their contribution; always acting with integrity.

Taking Ownership

Kia tika

We are all responsible for the overall success of our organisation, and are accountable for our actions and results. We make quality decisions based on sound information and we learn from our mistakes in a 'no blame' culture.

Improvement and Opportunity

Kia tupu, kia hua

We are committed to setting high standards and continually improving what we do. We are passionate about extending opportunities to students, employers and the wider community.

Competency Specification

Personal

Nothing that will prevent the attainment of a China working visa.

Fit and healthy and able to live and work successfully and comfortably in China.

Able to provide a smartphone and laptop of sufficient specifications to be able to operate effectively in China.

Education / Training

Undergraduate degree in TESOL or equivalent, or an undergraduate degree and a CELTA

A postgraduate qualification in ELT, or Master's preferred

Experience

Demonstrated relevant, strong teaching experience and skill in English Language Teaching.

Some experience with EFL, EAP and ESAP teaching.

Experience developing materials for a range of language levels.

Experience with young Chinese adult learners with low-level English skills.

Previous experience working internationally, preferably in China.

Experience teaching and preparing classroom materials for a student-centred teaching approach.

NB: Please note that proof of having at least two years' experience teaching English Language may be required for the work visa

Typical Knowledge, Skills and Attributes

Ability to speak Mandarin is an advantage.

A passion for teaching and educating youth and the resilience required to do so.

Demonstrated ability to motivate 'hard to motivate' youth to engage and learn in the classroom.

An efficient and productive working-style.

Demonstrated ability to work successfully in cross-cultural business environments.

Highly developed interpersonal and relationship skills.

Personal resilience, energy and a positive outlook.

Self-starters who are able to cope with ambiguity.

Ability to use initiative and to be well organised.

Demonstrated ability to work with colleagues to resolve issues and meet agreed outcomes.

Demonstrated ability to remain calm and even tempered.

Visa Requirements

The following documents are required for the attainment of a Chinese working visa.

A requirement of employment is to be able to provide/make available the following documents. Failure to be able to do this means you will not be able to undertake teaching in China for Wintec.

Please note while Wintec will reimburse standard visa expenses, this does not extend to any air travel or accommodation that may be required to secure authenticated qualification, etc., from the source country.

Documents	Requirements and Explanation
Passport	Must be valid for more than six months
Photo	White background, less than six months old
Highest Academic Qualification	Original document required; Also needs to be authenticated by country where the qualification was conferred and then legalised by Chinese Embassy or Consulate
Non-criminal Record	Original document required; Also needs to be authenticated by country of issuance and then legalised by Chinese Embassy or Consulate
Related work experience proof	Minimum 2 years' English teaching experience required; Employment verification letter in a letterhead and signed by either previous or current employer is compulsory.
Medical check report	A clear medical check report from a designated Chinese or overseas hospital / medical clinic is required
Other documents	May be required on an individual basis