

# PHYSICAL EDUCATION NEW ZEALAND

## JOB DESCRIPTION

### JOB TITLE

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Subject Advisor Years 1-8 - Fixed term

### PURPOSE

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The subject advisor will provide Physical Education expertise, knowledge and support for the efficient and effective delivery of Physical Education New Zealand contracts and services.

### SPECIFIC DUTIES & RESPONSIBILITIES

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Sector professional learning and development

- Plan, develop and manage content, delivery, and evaluation of professional learning and development initiatives that meet the needs of specific groups, for example, primary and intermediate school leaders and teachers, beginning teachers, aspiring leaders, and other advisors.
- Plan, prepare and deliver presentations and workshops.
- Assist with the planning and delivery of training workshops and conferences.
- Provide a high level of service by responding in a timely manner to enquiries from both internal and external sources through face-to-face, telephone, email, or social media contact.

Membership Support

- Respond to members' enquiries, providing appropriate support and advice.
- Promote the value and benefits of a Physical Education New Zealand membership.
- Proactively look for opportunities to add value and benefit to members.

Network Support

- Develop sustainably viable networks of educators that provide opportunities for them to learn, listen, share, challenge, provide feedback and support each other.

Communications Support

- Post new social media content on the Physical Education New Zealand platforms to inform and engage, and contribute to and respond to social media posts.
- Develop content for the member e-newsletters.
- Develop practical, easy to read information for physical educators, for example, guides, position papers, resources.

Being part of the Physical Education New Zealand team

- Actively and positively participate as a member of the team.
- Comply with and support all health and safety policies, guidelines and initiatives.
- Adhere to all Physical Education New Zealand procedures, policies, guidelines.
- Demonstrate a commitment to and respect for Te Tiriti o Waitangi.
- Effectively identify and escalate risks, and propose appropriate mitigation where necessary.
- From time to time, you may be required to perform other reasonable duties as requested by your manager.

### GENERAL DUTIES & RESPONSIBILITIES

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- Be punctual and work the hours and times specified.
- Prioritise workload to ensure work of the greatest importance to the business is undertaken with urgency and to a high standard.

- Support and help develop a positive workplace culture.
- Demonstrate excellent interpersonal communication skills.
- Responsibly manage all business resources within accountability levels.
- Undertake all duties and responsibilities outlined in this job description and all other duties as required by the business.
- Comply with all employment obligations.
- Promptly undertake to complete all reasonable and lawful instructions and directions given.
- Serve the business in good faith, promoting and protecting the business's best interests.
- During work time, and such other times as may be reasonably required, dedicate all effort to the execution and fulfilment of the duties, responsibilities, obligations and instructions related to employment.
- Demonstrate through own actions a commitment to Health and Safety at work when undertaking work or observing others in the workplace.

## **SKILLS, EXPERIENCE & EDUCATION**

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### Qualifications, certificates and licences

- Be a registered teacher with a practicing certificate.
- A clean, current driver licence.

### Knowledge and experience

- Excellent understanding of New Zealand primary and intermediate school classroom demands, professional requirements, pedagogy and assessment.
- Thorough knowledge of the New Zealand Curriculum and the Health and Physical Education learning area.
- Knowledge of universal design concepts and their application to planning inclusive learning opportunities for tamariki.
- An understanding and commitment to the Treaty of Waitangi.
- Able to shape professional learning encounters that uphold the values of Te Tiriti o Waitangi.
- Proven experience planning and delivering presentations and facilitating workshops.
- An understanding of Tātaiko and Tapasā, and Tau Mai Te Reo, and their link to student achievement.

### Skills and behaviours

- Excellent verbal, written and interpersonal communication skills.
- Is resourceful – knows the tools, resources, sources of information, and services that exist to support teachers.
- Creative thinking and problem-solving.
- Self-motivated and comfortable working independently.
- Effective organisation, planning and time management skills.
- Ability to demonstrate culturally responsive and relational pedagogy and engage with te ao kori as a movement context (including using te reo Māori).
- Highly competent user of technology (online meetings, word processing and spreadsheets, and other project planning tools).
- Ability to manage sensitive and confidential information in an appropriate manner.
- Calm professional demeanor, with the ability to perform under stress.