

## POSITION DESCRIPTION

Position Title	ECE Centre Manager								
Service	Waiapu Kids Te Hapara Whānau Aroha								
Location	Gisborne								
Reporting to	GM, Early Childhood Education								
Direct Reports	ECE Team Leader, ECE Teachers, ECE Teaching Assistants, Administrator and support staff								
The Organisation	<p>Anglican Care Waiapu (ACW) is the social services arm of the Anglican Diocese of Waiapu. We have services in Bay of Plenty, Tairāwhiti, and Hawke's Bay. We support tamariki, whānau, and communities with our family services, early childhood education centres, grief counselling services and older people's programmes.</p> <p>Waiapu Kids Early Childhood Services provide quality early childhood education and care reflecting the service philosophy and organisational kaupapa and values.</p>								
Our Vision	<p>Fulfilled Lives, Connected Communities</p> <p>Our vision for "fulfilled lives, connected communities" comes from our fundamental belief that it is only through strong and fulfilling relationships that individuals and communities are able to build resilience and ultimately flourish.</p>								
Our Purpose	Anglican Care Waiapu is the social services arm of the Anglican diocese of Waiapu, partnering with our parishes and communities to nurture lasting transformation								
Our Mission	Living the gospel through loving service								
Values	<p>The values that drive our organisational culture and behaviour:</p> <table> <tr> <td>Vitality</td><td>We bring energy to our work, trying new things and embracing fresh thinking. We are committed to the wellbeing of our clients and our staff.</td></tr> <tr> <td>Integrity</td><td>We do what we say we will and hold ourselves accountable. We demonstrate courage in speaking up when we need to.</td></tr> <tr> <td>Compassion</td><td>We show kindness, patience, and a willingness to help others.</td></tr> <tr> <td>Respect</td><td>We show respect for the individuals we work with and for. We demonstrate humility in our relationships and reject prejudice. We believe everyone deserves a fair go.</td></tr> </table>	Vitality	We bring energy to our work, trying new things and embracing fresh thinking. We are committed to the wellbeing of our clients and our staff.	Integrity	We do what we say we will and hold ourselves accountable. We demonstrate courage in speaking up when we need to.	Compassion	We show kindness, patience, and a willingness to help others.	Respect	We show respect for the individuals we work with and for. We demonstrate humility in our relationships and reject prejudice. We believe everyone deserves a fair go.
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<b>Position Summary</b>	<p>The ECE Centre Manager is responsible for the leadership and management of the Early Childhood Education service. The ECE Centre Manager forms part of the supportive, collegial Operational Management Team.</p> <p>This position is responsible for:</p> <ul style="list-style-type: none"> <li>the effective leadership and management of staff at the Centre</li> <li>ensuring the strategic, operational and financial objectives of the Centre are met</li> <li>ensuring a high quality educational programme is delivered</li> <li>legislative and regulatory compliance</li> <li>participating in the development of and implementation of the strategic plan of the Centre.</li> <li>developing and maintaining productive and positive relationships with internal and external stakeholders.</li> <li>ensuring the ethos of Anglican Care Waiapu is upheld</li> </ul> <p>The ECE Centre Manager will lead a team in implementing the <i>ACW Education Practice Framework</i> where <i>Te Tiriti o Waitangi</i> partnership underpins thoughtful and intentional pedagogy which empowers the child. The manager will ensure that a stimulating curriculum which responds to the aspirations and needs of children, whānau and community is provided and documented.</p> <p>As a certificated teacher the ECE Centre Manager is expected to demonstrate a full commitment and dedication to the implementation of the Teaching Council's Code of Professional Responsibility and Standards for the Teaching Profession in their practice and to ongoing growth in meeting these.</p>	
<b>Working Relationships</b>	<b>Internal</b> CEO GM, Early Childhood Education ECE Centre/Services Managers Senior Leadership Team Operational Management Team HR Advisor Other Anglican Care Waiapu Staff Diocese Shared Service Staff Parish staff	<b>External</b> Children, Parents, Caregivers and Whānau Ministry of Education ERO (Education review Office) Early Childhood Council Teaching Council ECE Sector groups Social, Health and Professional Service agencies External advisors and consultants Oranga Tamariki Auditors Work & Income Iwi Local primary schools Trades People/Suppliers Community groups and partnering organisations Community funders Other government organisations
The following expected outcomes are provided as a guide for performance standards in the Key Result Areas (KRA's).		

KRA'S	EXPECTED OUTCOMES
<p><b>KEY RESULT AREA 1:</b></p> <p><b>Organisational Leadership and Strategic Management</b></p> <p>Lead and contribute to a culture of continuous improvement through reflective practice and collaborative inquiry based on the organisation's vision, philosophy and values</p> <p>Through this key result area centre managers will meet the following Teaching Council Standard:</p> <ul style="list-style-type: none"> <li>Professional Learning</li> </ul>	<ol style="list-style-type: none"> <li>1. Ensure ACW's vision, mission, strategy, and organisational values are well understood by staff and volunteers and are embedded in operational decision-making and behaviour.</li> <li>2. Understand and apply, where appropriate, current practices for effective leadership and management from both within and beyond the service.</li> <li>3. Establish, lead and contribute to processes designed to facilitate continuous improvement such as Internal Evaluation, Annual Planning, the review of policy and procedure with a focus on equitable outcomes for learners.</li> <li>4. Lead the team in maintaining currency in theory, research, practice, regulatory requirements and matters relevant to early childhood education. Adapt own and centre practices as appropriate.</li> <li>5. Contribute to the regular review of organisational and centre policies and procedures and facilitate consultation with staff and whānau as appropriate.</li> <li>6. Actively participate in regular performance reviews and work towards reaching goals agreed with your manager, including practice goals for own professional growth cycle focused on improving outcomes for tamariki and increasing quality teaching.</li> <li>7. Take responsibility for own growth cycle and engage in reflective professional discussions about progress towards meeting goals. Undertake professional development and in-service training as discussed with and directed by the manager.</li> <li>8. Be an active member of the Operational Management Team, contributing to professional discussion, development of initiatives and projects relevant to the ECE sector of the organisation.</li> <li>9. In conjunction with your manager, work to develop strategy which is aligned to the overall organisational direction, vision and values.</li> </ol>
<p><b>KEY RESULT AREA 2:</b></p> <p><b>Professional and Pedagogical Leadership</b></p> <p>To provide professional leadership to staff and lead the delivery of high-quality early childhood education through <i>culturally responsive practice</i> and <i>child centred, play-based learning</i></p> <p>Through this key result area centre managers will meet the following Teaching Council Standards:</p> <ul style="list-style-type: none"> <li>Te Tiriti o Waitangi Partnerships</li> <li>Learning Focused Culture</li> <li>Design for Learning</li> <li>Teaching</li> </ul>	<ol style="list-style-type: none"> <li>1. Lead the team to design, deliver and regularly review a local curriculum that incorporates the principles, strands, goals and learning outcomes of Te Whāriki, is consistent with the philosophy and values of ACW and the centre and is responsive to the community and whānau the centre serves.</li> <li>2. Demonstrate a thorough understanding of current approaches to effective teaching and learning across the curriculum and lead the team in the delivery of quality education.</li> <li>3. Facilitate the development and implementation of practices and curriculum that reflect the dual heritage of Aotearoa/New Zealand within the Centre.</li> <li>4. Ensure implementation and regular review of the ACW Education Practice Framework.</li> <li>5. Ensure regular communication with parents/whānau about their child's progress, that their contribution is actively sought and encouraged, and their aspirations are acknowledged and responded to.</li> <li>6. Meet the Teaching Council Standards for the Teaching Profession and continue to take a teaching role.</li> <li>7. Demonstrate inclusiveness and respect for diversity of languages, heritages and cultures of all ākonga and service community.</li> <li>8. Ensure teachers plan for, facilitate and assess learning for individuals and groups, incorporating and responding to the voices and aspirations of whānau and ensuring each child is supported to gain sound foundation skills, including in language, literacy and numeracy.</li> </ol>

KRA'S	EXPECTED OUTCOMES
	9. Ensure transitions into, within and out of the centre are well supported. 10. Lead in a way which supports and enables staff to meet Key Result Area 1: Curriculum of their position description and which motivates and supports them to continuously improve the quality of learning and teaching.
<b>KEY RESULT AREA 3:</b> <b>Relationships, Communication and Teamwork</b>  To build and maintain <i>quality learning partnerships</i> within the centre, the organisation and the community  Through this key result area centre managers will meet the following Teaching Council Standards:  <ul style="list-style-type: none"> <li>• Te Tiriti o Waitangi Partnership</li> <li>• Professional Relationships</li> </ul>	1. Uphold the values of the organisation in all interactions and communications. 2. Establish and foster supportive and welcoming relationships and communicate effectively with staff, children, whānau, the local Parish, local community, managers, ACW support staff and all stakeholders. 3. Attend and participate in ACW hui, conferences, cluster meetings and committee meetings to further develop collegial working relationships and effective networks. 4. Build networks to enable partnerships with MoE, Oranga Tamariki, local schools and other stakeholders. 5. Communicate professional successes and concerns in a timely manner to manager. 6. Manage conflict effectively and actively work to achieve resolution. 7. Proactively handle any significant communication issues in a timely and professional manner. 8. Lead the team to work collegially to plan for learning and to improve own and organisational practice showing tolerance and respect for a range of views. 9. Offer families guidance so they may access suitable support from within the service or suitable external agencies. 10. Ensure the centre is safe, inclusive and free from racism, discrimination and bullying.
<b>KEY RESULT AREA 4:</b> <b>Staff Management and Development</b>  To manage the recruitment and performance of staff in a way that aligns with the ACW values  Through this key result area centre managers will meet the following Teaching Council Standards:  <ul style="list-style-type: none"> <li>• Professional Relationships</li> <li>• Learning Focused Culture</li> </ul>	1. Ensure the centre is appropriately staffed and lead the appointment process of new staff, undertaking safety checking requirements in line with Children's Act 2014 and ACW policy. 2. Oversee, support and monitor the professional practice of all staff following ACW guidelines and the Teaching Council's Standards for the Teaching Profession undertaking performance reviews of all direct report staff on at least an annual basis and leading the Professional Growth Cycle for teaching staff. 3. Mentor, coach and support staff in achieving goals set from their performance and development plan and Professional Growth Cycle monitoring progress. 4. Provide leadership and oversight of all employment related issues, seeking advice and reporting incidents/concerns including complaints to your manager. 5. Provide an advice and guidance programme for teachers working towards full registration. 6. Follow ACW policies and procedures to address any employment and performance issues and lead performance and disciplinary processes in consultation with your manager and HR. 7. Implement procedures and practices to maintain, affirm and improve team effectiveness. 8. Induct and orientate new staff to the service. 9. Manage timesheets, staff leave as per ACW Policies and procedures.
<b>KEY RESULT AREA 5:</b>	1. Be conversant with the <i>Early Childhood Regulations 2008, Licensing Criteria for Early Childhood Education and Care Services</i> , ACW policies

KRA'S	EXPECTED OUTCOMES
<p><b>Operational Management</b></p> <p>To operate the centre in an efficient way, making best use of available resources and delivers a quality service</p>	<p>and procedures and all other relevant legislation, regulation and policy and ensure compliance with these and that all monitoring and reporting requirements are completed.</p> <ol style="list-style-type: none"> <li>Effectively and efficiently use available financial resources and assets, within delegated areas of authority, to support operations.</li> <li>Identify property issues and prioritise upgrades/maintenance following discussion and approval with your manager and/or relevant organisational personnel.</li> <li>Provide and maintain a high standard of service environment, equipment, furniture and resources, ensuring assets are fit for purpose and safe.</li> <li>Demonstrate proficient use of ICT systems, e.g., Office 365, Teams, APT, Storypark, report writing, spreadsheets, internet.</li> <li>Operate at a capacity that results in constructive outcomes from MoE and ERO monitoring.</li> <li>Ensure an appropriate monitoring structure is in place to demonstrate Centre operations are meeting expectations.</li> <li>Receive, investigate, and report any complaints or concerns in consultation with your manager.</li> <li>Signal emerging issues appropriately in a timely manner.</li> </ol>
<p><b>KEY RESULT AREA 6:</b></p> <p><b>Health and Safety and Site Management</b></p> <p>To ensure the well-being and safety of children, whānau, staff and visitors through compliance with internal and external policies, procedures and regulatory requirements</p>	<ol style="list-style-type: none"> <li>Promote and demonstrate a safety-first culture.</li> <li>Take reasonable responsibility for your own health and safety and ensure that your actions don't cause harm to yourself or others.</li> <li>Understand and comply with ACW health and safety policies, procedures and guidelines and relevant legislation such as the <i>Education (Early Childhood Services) Regulations 2008</i>, the <i>Licensing Criteria for centre based ECE services</i> and the <i>Health and Safety in Employment Act</i>.</li> <li>Lead and manage hazard and risk management processes ensuring regular workplace inspections are completed to identify new hazards and to maintain an up-to-date hazard register.</li> <li>Lead the team in maintaining familiarity with the organisation's Child Protection Policy and Procedures and ensure any child protection concerns are dealt with promptly as per the procedures.</li> <li>Lead the team in employing positive guidance strategies and supporting social competence to promote emotional and physical safety for children and ensure behaviour plans are developed as needed.</li> <li>Respond promptly to any health and safety issues brought to your attention communicating these to your manager when appropriate.</li> <li>Ensure there are regular health and safety discussions with staff and staff are consulted on all matters relating to health &amp; safety.</li> <li>Understand accident/incident reporting procedures and ensure these are reported and investigated in a timely and accurate manner and that corrective actions are implemented and reviewed.</li> <li>Ensure all plant, equipment, work processes and resources used in the performance of the work activities are suitable for their intended purposes, meet safety requirements and when necessary, able to be safely operated or used. Develop processes to manage maintenance of property within ACW guidelines.</li> <li>Ensure all staff are appropriately trained for their roles and provide them with clear expectations which include Health and Safety procedures and responsibilities, manage the health and safety performance of staff.</li> </ol>

KRA'S	EXPECTED OUTCOMES
	12. Ensure contractors and subcontractors for whom they are responsible receive appropriate induction to workplaces, appropriate safety plans are implemented and that their health and safety performance is monitored and reported.
<b>KEY RESULT AREA 7:</b> Organisational expectations	<ol style="list-style-type: none"> <li>1. Conduct all duties and behaviour in line with Anglican Care Waiapu Policies and Procedures.</li> <li>2. Demonstrate an understanding of, and commitment to, ACW's vision, mission, strategy, and organisational values.</li> <li>3. Meet the expectations of the Teaching Council's <i>Code of Professional Responsibility</i></li> <li>4. Demonstrate the competencies of <i>Tataiako</i> and <i>Tapasa</i> and employ these in practice.</li> <li>5. Driving duties as required.</li> <li>6. Complete any administrative duties relevant to the role</li> <li>7. Flexibility and willingness to perform a variety of tasks is demonstrated</li> <li>8. Ensure work priorities, personal workload and stress levels are managed.</li> <li>9. Attendance at meetings and training as required</li> <li>10. Reporting requirements as directed</li> <li>11. Assist other team members within Anglican Care Waiapu to achieve organisational objectives wherever required.</li> <li>12. Perform other duties that arise from time to time as required.</li> </ol>

ROLE REQUIREMENTS	
<b>QUALIFICATIONS / REGISTRATION</b>	<p>Essential</p> <ul style="list-style-type: none"> <li>• Early Childhood or Primary Teaching Qualification recognised by the Teaching Council of Aotearoa New Zealand</li> <li>• Full Teacher Certification (NZ Teaching Council)</li> </ul> <p>Desirable</p> <ul style="list-style-type: none"> <li>• Relevant Post Graduate Qualification</li> <li>• Relevant Management Qualification</li> <li>• Current First Aid Certificate</li> </ul>
<b>EXPERIENCE, SKILLS AND KNOWLEDGE</b>	<p>Experience</p> <ul style="list-style-type: none"> <li>• Leadership experience in ECE Sector minimum 2 years</li> <li>• Teaching experience in ECE Sector minimum 5 years</li> <li>• Previous experience in management in ECE sector desirable</li> </ul> <p>Skills and Knowledge</p> <ul style="list-style-type: none"> <li>• Knowledge of legislation, regulations and education relating to the running of an early childhood education centre, and a willingness to maintain sector knowledge and professional development</li> <li>• Sound knowledge and understanding of Te Whāriki curriculum</li> <li>• Effective and confident user of ICT devices and platforms including Microsoft Office suite, Office365 and on-line communication platforms and databases.</li> <li>• Experience with SharePoint and StoryPark, desirable</li> </ul>

## ROLE REQUIREMENTS

- Proven ability to assess and plan for children's learning
- A philosophy that complements the organisational values and philosophies
- Effective planning and organisational skills with attention to detail
- Ability to address challenges in a positive and proactive and constructive manner
- Knowledge of child development and educational theory
- Ability to lead others and support the growth and development of staff
- Excellent communication skills
- Enthusiasm, energy and a focus on working with young children in an ever-changing environment
- Good understanding of Te Reo & Tikanga Māori and willingness to grow in this area
- The ability to cope with change and the demands of a busy early childhood centre
- Ability to actively build relationships with all stakeholders
- Openness, authenticity and understanding
- Enthusiasm about change and professional learning
- An affinity with the Anglican church and its mission

**Declaration:** This position description may be required to be changed from time to time by Management as the requirements of the organisation changes. The employee agrees that the contents of their position description may be amended, added to, or varied from time to time by the employer, after consultation with the employee.

Date Effective			
Employee name and signature		Date	
Signed on behalf of Employer Manager Name and signature		Date	