

JOB DESCRIPTION FOR CENTRE MANAGER

POSITION TITLE	Centre Manager
REPORTS TO	General Manager, Directors
RELATIONSHIPS	Internal: Teachers, support staff, relief staff, students, children, parents and whānau and management External: Other ECE establishments, community organisations, Ministry of Education representatives and support staff, ERO Officers
JOB OBJECTIVE	<ul style="list-style-type: none"> • To be responsible and accountable for the overall operations of the centre by effectively and efficiently managing all aspects of the business • To promote a quality learning environment with meaningful, respectful relationships with children, families, community and staff • To provide an early childhood education experience in collaboration with colleagues and families, founded upon sound and effective educational practice, in keeping with Te Whāriki and Ministry of Education regulations

Name: _____ Date & Signature: _____

Our Goal

Our focus is to create a safe, caring and nurturing learning environment so that children may grow and develop into good and responsible individuals.

We encourage the support and participation of parent through the milestones of their children.

We want to instil a strong family value to the learning foundation of your child.

Our goals at Discoveries Educare arise from the principles of Te Whāriki.

Declaration

The duties of this role are not limited to those listed below, but include others as are required to assist in the operation and vision of Discoveries Educare.

Key Tasks

To implement a curriculum that provides the opportunity for children to learn and grow as individuals. To provide an environment that is welcoming and supportive of families/whanau.

To work effectively with other teachers and staff, maintaining professional relationships.

To meet the requirements of the Registered Teacher Criteria and align this with Tataiako: The Cultural Competencies for Teachers of Maori Learners -

- I. Teachers play a critical role in enabling the educational achievement of all ākonga/ learners.
- II. The Treaty of Waitangi extends equal status and rights to Māori and Pākehā. This places a particular responsibility on all teachers in Aotearoa New Zealand to promote equitable learning outcomes.
- III. In an increasingly multi-cultural Aotearoa New Zealand, teachers need to be aware of and respect the languages, heritages and cultures of all ākonga.
- IV. In Aotearoa New Zealand, the Code of Ethics / Ngā Tikanga Matatika commits registered teachers to the highest standards of professional service in promoting the learning of those they teach.

Job Responsibilities

<p>Centre Managers are counted in the staff:child ratios for licensing and funding requirements and, as such, are expected to be 'on the floor' during child contact hours. They may prefer not to be rostered into a specific role to allow them to work alongside, observe and mentor staff in quality teaching and learning practices</p>	
Key Tasks	Responsibilities
<p>Operational Responsibilities</p>	<ul style="list-style-type: none"> • Familiarise and follow all operational procedures, as outlined in the Centre Manual • Ensure that staff know, understand and comply with all Discoveries Educare policies and procedures • Ensure all procedures and documentation comply with Ministry of Education licensing and funding requirements • Ensure staff rosters and duties are satisfactorily completed to support the effective operations of the centre • Arrange relief staff, in consultation with the Administrator Support Officer, to ensure staffing ratios meet licencing and funding requirements • Liaise with the HR Manager in ensuring all staff meet the requirements under the Vulnerable Children's Act • Ensure routines and activities support children's learning and development and promote safe, healthy and caring practices • Ensure centre resources are well-maintained and are of the quantity and variety to support children's learning • Support Head Teachers to lead planned, spontaneous and annual review to ensure continuous reflection and improvement • Vigilantly oversee all Health and Safety requirements in the centre and ensure staff are using health and safety practices
<p>Teaching and Learning</p>	<ul style="list-style-type: none"> • Work alongside Head Teachers to ensure delivery of a curriculum that reflects current understanding of sound and effective practice and ensure that day-to-day practice is aligned to the policies and procedures of Discoveries Educare • Ensure teachers build meaningful and respectful relationships with the children that is stimulating and responsive • Ensure transition processes from home to centre, room to room and centre to school support children to settle well and foster their sense of well-being and belonging
<p>Leadership</p>	<ul style="list-style-type: none"> • Manage and lead staff with positive examples and role modelling • Lead professional communication and relationships with all teachers • Engage the team in decision making and delegate responsibilities to grow leadership • Support Head Teachers to lead curriculum planning and documentation of children's learning and manage the day-to-day operation of the centre • Conduct staff meetings and give clear, honest direction to the team • Ensure each staff member is aware of their responsibilities outlined in their job description • Be respectful and fair to staff and foster a team culture to ensure teacher engagement • Manage disputes and issues effectively and in a timely fashion • Complete and maintain accurate timesheet records • Schedule breaks entitled to staff and ensure non-contact times are used effectively • Manage all leave (children and staff) • Support teachers undertaking Teacher Registration

Positive Relationships	<ul style="list-style-type: none"> • Support Head Teachers to support effective practice and foster collaboration between staff • Provide regular support and guidance to unqualified teachers, centre administrators and cooks to ensure they are successful in their role and feel part of the wider team • Foster positive relationships between centre staff and parents/whānau • Ensure effective communication with parents, through regular newsletters, notice boards, parent-teacher meetings, workshops, and invitations to engage in reviews of procedures and internal review • Maintain positive and productive relationships with Discoveries Educare Head Office staff and act on behalf of the organisation when communicating with staff and whānau • Manage and resolve parent complaints promptly and professionally
Recruitment and Performance Management	<ul style="list-style-type: none"> • Work with the Professional Practice and HR Managers to effectively recruit to staff vacancies • Ensure all new staff are effectively inducted into Discoveries Educare and the centre • Ensure all staff undertake an annual performance appraisal • Manage poor performance promptly, in consultation with the Professional Practice Manager • Undertake investigations into allegations of misconduct or breach of practice, in consultation with the Professional Practice Manager • Ensure all recruitment and performance management adheres to Discoveries Educare policy and procedures
Professional Development	<ul style="list-style-type: none"> • Plan and manage Discoveries Educare education programmes and practices to reflect a commitment that focuses on continual improvement of children's learning • Work with the Head Teacher to develop and implement relevant curriculum to enrich children's understanding of who they are and their relationship to the world they live in • Source professional development that can engage teachers to deepen their knowledge • Empower individual staff members to compile a portfolio of evidence that demonstrates their strengths and areas for development to inform performance appraisal and related goals • Source and provide relevant literature and research to support teachers in the professional growth • Work with Head Teachers to mentor provisionally teachers undertaking the registration process and monitor renewal of practising certificates for all registered teachers
Financial and Administration Responsibilities	<ul style="list-style-type: none"> • Effectively manage enrolments and invoicing, in collaboration with the Centre Administrator, and ensure all data is entered accurately and is up to date • Ensure parents understand enrolment and funding requirements and adhere to them, including access to subsidies, fee payment and frequent absence • Work with the Centre Administrator to promptly manage debt • Ensure the centre budget is met, accurate expenditure reports are maintained, and petty cash and monthly invoices are forwarded to the Accounts Department weekly • Liaise with health, fire, MOE, ERO, OSH and other relevant agencies, providing relevant documentation and information, as required
General Responsibilities	<ul style="list-style-type: none"> • As 'middle manager', act on behalf of Discoveries Educare in all decision-making, communication and documentation

	<ul style="list-style-type: none"> • Implement Discovery Educare Policies, Procedures and/or directions in a positive, solution-focused manner to ensure success • Promote the centre within the community to build the roll and ensure 100% enrolment • Participate in organisational review and planning, as required • Ensure the environment is clean, well presented and maintenance is managed in a timely manner
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DIRECT REPORTS

Head Teachers / Qualified Teachers
Unqualified Teachers
Centre Administrators
Centre Cooks

PERSON SPECIFICATIONS

ESSENTIAL SKILLS <ul style="list-style-type: none"> • Punctual time management skills • Strong planning and organizational skills • Sound interpersonal skills • Effective written and oral communication skills • Strong conflict resolution and performance management skills • Familiar with Early Childhood environment and the policies and procedures surrounding this environment • Good understanding of early childhood development and curriculum • Proven experience leading teams • Ability to coach and mentor others • Solution-focused approach with strong problem-solving skills 	DESIRABLE SKILLS <ul style="list-style-type: none"> • Experience with Mac computers and iPad • Ability to link strategy to day-to-day practice • The ability to think outside of the square
ESSENTIAL PERSONAL QUALITIES <ul style="list-style-type: none"> • Flexible and responsive • Passionate and goal oriented • Ability to build rapport with parents and children quickly • Must be warm, caring and approachable • Displays appropriate strength-based actions and mannerisms that are appropriate in working with children • Ability to empathise with children • Ability to relate well to staff • Ability to keep information strictly confidential • Creative and innovative • Self-motivated and energetic • Open minded and non-judgmental • Ethical and professional • Ability to cope with pressure • Able to use initiative effectively 	DESIRABLE PERSONAL QUALITIES <ul style="list-style-type: none"> • Fun, outgoing and respectful • Pleasant demeanour
ESSENTIAL QUALIFICATIONS <ul style="list-style-type: none"> • Diploma/Degree in Teaching • Full Registration and current practising Certificate • Current First Aid Certificate 	DESIRABLE QUALIFICATIONS <ul style="list-style-type: none"> • Qualification in Business Management