

Position Description

Position title:

Early Childhood Educator

Division:

COO

Department:

Parks, Sports and Recreation

Unit:

Leisure

Team:

Early Childhood Centre North/West/Central/South

Reports to:

Head Teacher – Early Childhood Services

Direct reports / Indirect reports (number):

None / none

Location:

North/West/Central/South

Accountabilities of position

Purpose of position:

The Leisure unit has citywide responsibility in operating Council owned and managed recreation and aquatic facilities, in alignment with Council's vision and objectives. To meet the Parks, Sports and Recreation's goal of "More Aucklanders, More Active, More Often." The primary purpose of this role is to:

- Provide Early Childhood Education services that meet the needs of ECE regulations and deliver programmes that are innovative, and child centred that positively engages young children in learning using an education style that is flexible and responsive to children's needs based on the Te Whariki curriculum;
- Engage children in learning to develop each child's language, social, cognitive and physical skills through group activities or one to one care;
- To provide a stimulating environment that caters for all children's needs and which encourages creativity
- Manage children's behaviour effectively;
- Input into, and provide feedback on, the design of ECE services and programmes
- Provide feedback to children (and parents and guardians) and assess the child's development
- Contributing to the implementation of the strategic direction of the Leisure unit that contributes to the Parks, Sports and Recreation's business goal of being the best parks sport and recreation agency in the world.
- Building strong working relationships with other teams within own facility and teams across the Leisure Unit.
- Deputise for the Early Childhood Services Head Teacher as and when necessary.

Key responsibilities

Education

Key Responsibilities

- To show awareness of children's age stages.
- To actively contribute in providing the educational programme offered at the Child Care facility based on the Te Whariki curriculum.
- Maintain a high level of trust with the children.
- Respond to and manage difficult children with professionalism.

- Deliver outstanding customer service outcomes, both internally and externally and ensuring the Council's philosophy of Every Interaction Counts is embedded in all aspects of the facilities operations.
- Positively contribute to the image of the facility and to the team through professional behaviour and adherence to internal procedures and guidelines.

Expected Outcomes

- Positive customer feedback is received.
- Agreed standards of customer satisfaction met or exceeded.
- Staff demonstrate Auckland Council's values and consistently make every interaction count.
- Programmes are delivered to required standards and expectations.
- An environment of trust and learning is created and maintained.

Customer Service

Key Responsibilities

- Develop an effective and proactive relationship with teams within own facility and across the Leisure unit.
- Build and maintain effective relationships with internal and external customers and stakeholders
- Deliver outstanding customer service outcomes, both internally and externally and ensuring the Council's philosophy of Every Interaction Counts is embedded in all aspects of the facilities operations.

Expected Outcomes

- Co-operative relationships and partnerships developed and maintained
- Agreed standards of customer satisfaction met or exceeded.
- Staff demonstrate Auckland Council's values and consistently make every interaction count.

Health and Safety

Key Responsibilities

- Ensure hazard management plans, policy, processes are effectively managed and there is ongoing compliance.
- Adhere to Health and Safety practices and processes in team, ensuring they are in line with legislation, Council policy and industry best practise.
- Input on public safety issues, safe work practices of staff and contractors, and staff training relating to safety procedures.

Expected Outcomes

- Health and Safety procedures and practices are in line with best practise.
- Health and Safety procedures and practises are regularly refreshed and practiced.
- Operational practices comply with OSH requirements and a safe environment is provided for all people at the centre.

Process and System Improvement

Key Responsibilities

- Identify and recommend opportunities for process and systems improvement. Work with teams within facility and relevant parties to develop and execute improvements.
- Review, develop and report on improvement initiatives for all systems and processes relating to specific area of expertise.

Expected Outcomes

- Positive customer feedback received.
- Processes and systems reflect best practice.

Organisational obligations

Key Responsibilities

- Action Auckland Council's good employer obligations including equal employment, biculturalism and diversity policies and practices

- Auckland Council is committed to the principles of the Treaty of Waitangi – partnership, participation and protection – as such, we work with our iwi partners and the wider Māori community to meet their needs and aspirations for the city
- As an employee of the council you are required to understand and demonstrate our organisational behaviours
- As an employee of the council you are required to be associated, as required, with Civil Defence Emergency Management or any exercise that might be organised in relation to this council function
- Promote a safe and healthy workplace by undertaking responsibilities as outlined in Auckland Council's health and safety policy and procedures
- Promote activities and initiatives that assist Auckland Council achieve its vision and mission
- Promote one-organisation initiatives and action these service characteristics
- As an employee of Auckland Council you are required to familiarise yourself with and comply with all organisation policies, including but not limited to, Auckland Council Code of Conduct

Expected Outcomes

- Auckland Council meets its obligations as an employer
- Auckland Council meets its obligation under the Treaty of Waitangi and the Treaty Settlement Act
- Understanding and meeting the needs of Māori in the council's internal working environment and in the delivery of services to the Auckland community
- Act in ways that demonstrate understanding and which embrace our behaviours in your dealings with both your work colleagues and in your interactions, both internal and external.
- Acts in ways that support an environment of biculturalism, diversity and inclusion in the workplace
- Obligations under the Māori Responsiveness framework are upheld
- Auckland Council's reputation is enhanced within the community
- Health and safety requirements upheld

Key relationships

Internal:

- Head Teacher, Teacher Assistant, Auckland Council staff

External:

- Customers, Community/Users groups, contractors and suppliers of goods and services
- Ministry of Education
- Parents / Guardians

Type of person suitable for this position

Qualifications

- Diploma of teaching ECE or in training to complete a recognised ECE qualification.
 - First Aid certificate.
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Experience and skills

- Proven experience working with and teaching children.
 - Time management.
 - Strong written and verbal communication skills and experience.
 - Experience in working with culturally diverse communities.
 - A sound understanding of Tangata whenua and Te Tiriti o Waitangi issues.
 - Experience in use of Microsoft Office applications.
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Personal Leadership Behaviour – Team Member

Auckland Council's vision is to create the world's most liveable city, while delivering Aucklanders great value for money. Our high performance behaviours were developed to capture what it means to put our vision in to action:

- **Develop** - We take new approaches to solving old problems; we thrive on challenge; we think big and stay ahead of the game
 - **Serve** - We treat our customers as though they're our friends and neighbours; we make things easy for Aucklanders; we spend ratepayer money wisely
 - **Achieve** - We're accountable; we get stuff done; we achieve real results
 - **Collaborate** - We are one council family and we trust each other; we know that the little things we do can make a big difference; success is a shared goal
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Technical competencies

- Ability to assess client needs.
 - Effectively develop and maintain strong client relationships.
 - Excellent communication skills both written and verbal.
 - Strong customer service focus.
 - Cultural awareness.
 - Demonstrates initiative.
 - Excellent time management & organisational skills.
 - Ability to work as part of a team.
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Disclaimer

The above statements are intended to describe the general nature and level of work being performed by incumbents in the assigned job. They are not construed as an exhaustive list of all responsibilities, duties, or skills required of the incumbent. From time to time, personnel may be required to perform duties outside of their normal responsibilities as needed.