

POSITION DESCRIPTION

ECE Centre Manager

St Mary's Family Centre

Anglican Parish of Mount Maunganui

CHURCH MISSION STATEMENT:

Working in partnership with Jesus- serving Christ and community

DIOCESAN MISSION STATEMENT:

Knowing Jesus and making Jesus known

CENTRE VISION:

To provide an exciting, stimulating educational programme, incorporating Te Whariki, for children up to their 5th birthday, recognizing the holistic way children learn and grow and promoting their individual interests and strengths.

We encourage respectful relationships between children, staff, caregivers/whanau and the community, where everyone's skills and contributions are valued and acknowledged on our journey of lifelong learning.

We strive to make available an affordable, high quality Early Childhood Education, empowering children to learn and grow within a caring, stable environment, incorporating Christian principles and the Anglican ethos of care, respect and equity.

Position: ECE Centre Manager

Date: March 2020

Coverage: This is a full time position (35 hours per week) based in Mount Maunganui

Position reports to: The Chairperson of the Board of Governance/Vicar

Direct Reports: Qualified Teachers

Unqualified EC Support staff – Resource, Administration

Other Relationships:

Internal	External
Chairperson of the Board of Governance/Vicar	Ministry of Education
Governance Board	Work and Income
Vestry	Teaching Council
Parents and whanau	Oranga Tamariki
Children	ERO
	Auditors

Job Purpose:

The ECE Centre Manager is responsible for the leadership and management of the service, promoting the Mission of the Mount Maunganui Anglican Church as well as ensuring that the worldwide Anglican Church '5 marks of mission' are a focus of the service delivery. A strong working relationship with the Chair Person of the Board of Governance and the Vicar is an essential part of this role.

The key areas of focus for this role include:

- The effective and efficient management of the service including planning, rosters, audit/compliance, property & asset management, child & staff related administrative and legislative requirements.
- Fostering a culture of high performing centre staff and the provision of an excellent service to whanau and tamariki.
- Development of annual budgets and day to day management of finances.
- Human resources management for centre staff.
- Leading the delivery of a high quality Early Childhood Service teaching and learning programme matching delivery to the Anglican ethos of care, respect and equity.
- Health & Safety and site security.
- Productive and positive relationships with internal and external stakeholders.

Such key areas are to be underpinned by the following Christian behaviours/actions:

- Showing an acceptance of people for who they are, and where they are
- Promoting the Anglican faith and ethos of care, respect and equity
- Understanding the Christian philosophy and ensuring this is evident in practice
- Lead and role model a strong relationship between centre and parish

The role accountabilities may evolve with organisational change and there may be additional duties, relevant to this position that will be required to be performed from time to time.

The following expected outcomes are provided as a guide for performance standards. An annual performance plan for this position and its objectives will be discussed and agreed upon between the position holder and management.

This position will require the position holder to retain full teacher registration at all times and ensure that the Teaching Council's 'Our Code, Our Standards' is adhered to.

Standards for Teaching- as referenced in position description

Abbreviations	Standard
TTW	Te Tiriti o Waitangi Partnership - Demonstrate commitment to tangata whenuatanga and Te Tiriti o Waitangi partnership in Aotearoa New Zealand.
PL	Professional Learning - Use inquiry, collaborative problem-solving and professional learning to improve professional capability to impact on the learning and achievement of all learners.
PR	Professional Relationships - Establish and maintain professional relationships and behaviours focused on the learning and wellbeing of each learner.
LFC	Learning-focused Culture - Develop a culture that is focused on learning, and is characterised by respect, inclusion, empathy, collaboration and safety.
DL	Design for Learning - Design learning based on curriculum and pedagogical knowledge, assessment information and an understanding of each learner's strengths, interests, needs, identities, languages and cultures.
T	Teaching - Teach and respond to learners in a knowledgeable and adaptive way to progress their learning at an appropriate depth and pace.

PRINCIPLE ACCOUNTABILITIES	STANDARDS OF MEASURE/EXPECTATION
<p>Leadership/Management</p> <p>PR, LFC, PL, TTW</p>	<p>Work to enhance and promote the centres distinct Christian character throughout the operations, ensuring values, mission and philosophy are championed, articulated and communicated to all staff and whanau.</p> <p>Work to ensure the culture is such that staff are happy, engaged, professional, high quality and providing excellent Early Childhood Education.</p> <p>Provide recommendations to the management committee relating to annual budget requirements and strategic planning. Work collaboratively with the Chairperson and Governance Board.</p> <p>Demonstrate and articulate self-review and on-going reflective practices in both leadership and management of the service.</p> <p>Prepare for and facilitate reports, audit data, and systems for review by the management committee, MOE, ERO, WINZ, Oranga Tamariki or other stakeholders. Contribute to annual AGM and attend monthly Board meetings.</p> <p>Manage payroll, leave and other related employment documents and processes as directed.</p> <p>Manage child and staff related administration and documentation. Ensure compliance at all times. Rosters to be monitored regularly.</p> <p>Plan and market the service appropriately including advertising, public speaking, quality of documentation.</p> <p>Contract requirements, reports and statistical information is accurately recorded and reported within agreed timeframes.</p> <p>Manage the production of all external communication including notices, newsletters etc.</p> <p>Operate in a way that leads to positive audit results from both ERO and MOE. Work to a minimum of 80% roll occupancy and strive for 100%.</p> <p>Proficiency with ICT hardware and software for administrative purposes e.g., APT, report writing, spreadsheets, internet, maintenance.</p> <p>Assets and asset registers (including ICT) are monitored and maintained, signaling replacement forecast and</p>

	<p>financial implications to the relevant body.</p> <p>Provide and maintain a high standard of service provision, environment, equipment, furniture and resources, ensuring assets are fit for purpose.</p> <p>Ensure the centre is compliant at all times.</p>
<p>Financial</p> <p>PL, LFC, DL, T</p>	<p>Plan, schedule and organize the service and resources within budget constraints ensuring sound professional practice.</p> <p>Work with Accountant to monitor monthly account reports and ensuring the payment of creditors, and the securing of income, subsidies and entitlements. Monitor and report on Expenditure each month alongside accountant. Support accountant as required regarding reporting to the Board and Vestry.</p> <p>Agreed, scheduled funding applications are completed and delivered within cut-off dates.</p> <p>Demonstrates awareness of current centre policies & processes, legislative requirements and funder regulations and protocols, using them to guide practice and service delivery in all matters.</p> <p>Complete all necessary MOE funding documentation (as required) to ensure revenue is in line with attendance/requirements.</p>
<p>Human Resource Management</p> <p>T, LFC, PR, PL</p>	<p>Ensure effective people management processes are carried out to develop a high quality, focused, motivated service team who provide exceptional service and who are equipped to support continued development of the service.</p> <p>A high performance culture is maintained where expectations are set and staff performance is regularly reviewed. Staff at all levels feel well supported.</p> <p>Maintain up to date documentation at all times with regards to human resources</p> <p>Appoint and induct staff ensuring the Vulnerable Children’s Act requirements are met and sound employment practice, maintaining accurate records and legislative requirements.</p> <p>Oversee, support and monitor the professional practice of service including regular appraisals with all staff and ensuring the Teachers appraisals align with New Zealand Teaching Councils, Our Code, Our Standards.</p>

	<p>Provide leadership and oversight of all employment related issues seeking advice as required and reporting incidents/concerns including complaints to the Chairperson.</p> <p>Plan and implement professional development programme for staff. Facilitate regular staff meetings.</p> <p>Attend and participate in agreed professional and identified training/conferences.</p> <p>Work priorities, personal workload and stress levels are managed.</p>
<p>Leading the delivery of Early Childhood Service Teaching and Learning Programme.</p> <p>T, DL, LFC, PR, TTW, PL</p>	<p>Manage and monitor curriculum delivery, staff, whanau and children related matters within the Anglican kaupapa and service philosophy and synergy with MOE/ERO recommendations and other requirements.</p> <p>Communicate regularly with parents/whanau about their child's progress and actively seek and encourage their contribution.</p> <p>Offer families guidance so they may access suitable support from within the service or suitable external agencies.</p> <p>Review and evaluate programmes and services and develop new initiatives in response to community needs.</p> <p>Priorities for learning and service philosophy are reviewed regularly and practice reflects these.</p> <p>Meet full Teaching Councils, Our Code, Our Standards and continue to take a teaching role as part of enabling educational achievement of akonga/all learners (staff, whanau and children). Be a teaching role model.</p> <p>Promote equitable learning outcomes and reflect the three tikanga of the Anglican Church.</p> <p>Demonstrate inclusiveness and respect for diversity of languages, heritages and cultures of all akonga and service community. Ensure the curriculum reflects the bi-cultural nature of New Zealand and our commitment to the Treaty of Waitangi.</p> <p>Demonstrate consistently high professional standards within the context of the service, Anglican Church and wider EC sector.</p>

<p>Health and Safety and Site Security</p> <p>T, DL</p>	<p>Managing site health and safety to mitigate risk, including meeting all legislation requirements and centre policies and procedures. Ensure checks, hazard register and quality and risk audits completed in line with expectations.</p> <p>Ensuring all staff have a sound understanding of legislation and a high standard of service delivery practice.</p> <p>Develop processes to manage maintenance in line with Board/Vestry expectations including property, hazard and accident/ incident reports.</p> <p>ICT – Inform and monitor centre staff and visitors around their obligations and responsibilities with regards to the safe and responsible use of ICT in accordance with centre policy.</p> <p>Monitor and control the access of persons to the Service including contractors, parishioners, family, and other visitors, to ensure their safety and the safety of staff, families and children.</p> <p>Receive, investigate, and report any health and safety complaints or concerns in consultation with the Chairperson.</p> <p>Have good understanding of, and professional practice with respect to child protection and related management of neglect and abuse. Issues such as this are to be dealt with swiftly and in line with Policy and Procedure.</p> <p>Signal emerging issues appropriately in timely manner to the Chairperson.</p>
<p>Productive and positive relationships with internal and external stakeholders</p> <p>T, DL, PL, TTW</p>	<p>Build positive, supportive and welcoming relationships with staff, children, their whanau and local community. A strong relationship with the Chairperson/Vicar and parish community is expected.</p> <p>Ensure parents are actively encouraged to be part of their children’s learning and decisions relating to this and the centre.</p> <p>Lead personnel using an inclusive framework and communication.</p> <p>Facilitate regular meetings with Senior personnel and general staff meetings including oversight of curriculum programme meetings.</p> <p>Attend and participate in committee meetings,</p>

	<p>conferences as required.</p> <p>Build networks to enable partnerships with MOE, Oranga Tamariki, and other stakeholders</p> <p>Open communication and positive conflict resolution is modelled.</p>
Other	<p>Flexibility and willingness to perform a variety of tasks is demonstrated</p> <p>Attendance at meetings and training as required</p> <p>Other duties performed as required</p>

SKILLS, KNOWLEDGE & ATTRIBUTES REQUIRED

- Experience in management of Early Childhood Service
- Currently Registered Early Childhood Teacher
- Strong interpersonal skills and a drive to work for a Christian provider
- Drive to motivate, inspire and provide excellent provision
- Excellent written and oral communication skills
- Working knowledge of budgets, finance
- Excellent relationship & team building skills
- Proactive self-starter
- Effective planning ability
- Tenacity to achieve results in a demanding environment
- Strong service ethic
- Proven creative problem solving

This job description may require to be changed from time to time by the Manager as the requirements of the organisation changes. After consultation with the employee the employee agrees that the contents of their job description may be amended, added to, or varied from time to time by the employer.

Declaration:

Signed: _____
(Employee accepting position)

Date: _____

Signed: _____
(Employer)

Date: _____