

Job Description

POSITION	Supervisor – Cloud Kids Early Learning Centre
RESPONSIBILITIES TO	Masterton Family Education and Support Centre Board (MFESC)
WORKING RELATIONSHIPS	Teaching Colleagues, Children, Parents/Whānau, MOE, ERO, Support Staff and the Accountant.
PRIMARY OBJECTIVES	<p>The Supervisor is responsible for planning and guiding Centre’s operations in order to achieve the goals of the Centre’s Strategic Plan and to ensure financial success, legislative and regulatory compliance and overall business success; and Centre administration.</p> <p>Responsible for the effective and professional leadership and management of personnel employed at the Centre.</p> <p>To ensure that strategic, operational and financial objectives of the Centre are met.</p> <p>Work closely and collaboration with MFESC Board.</p> <p>Managing and maintaining the Centre’s enrolment and accounting systems.</p> <p>To work collaboratively with the teaching team to effectively deliver a high standard of education and care.</p> <p>To be displayed and known as the ‘person responsible’ and fulfil all legal requirements as per the ECE Regulations and Licencing Criteria.</p> <p>Maintain full teacher registration and hold a current First Aid Certificate.</p>
SKILLS	<p>Ability to work individually and as a member of the team.</p> <p>Demonstrate effective time management and organisation skills.</p> <p>Excellent oral and written communication skills.</p> <p>Administrative skills including report writing.</p> <p>Financial management skills including budgets, staffing projections, ratios and maximising staffing.</p> <p>To maintain a professional and positive approach with the teaching team, families/whānau and members of the community.</p> <p>Computer skills.</p>
EXPERIENCE	<p>Practical experience in leading and managing a Centre.</p> <p>Practical experience in developing and implementing high quality education programmes.</p> <p>Practical experience in financial management including budget preparation, auditing, reporting & accounting (where appropriate).</p>

KNOWLEDGE	<p>Te Whāriki 2017 Kei Tua o Te Pae Tātaiako Cultural Competencies Child Development Equal Employment Opportunities Have knowledge and understanding of Te Tiriti O Waitangi Have knowledge and understanding of Tikanga Māori and Te Reo Māori Privacy Act Internal Review Employment law and legislation Ministry of Early Childhood Regulations Licensing Criteria For Early Childhood Education and Care Services Understand the Teacher Registration Process and the implementation of the Induction and mentoring programme for provisional and fully registered teachers. Any additional knowledge as relevant to ECE. Masterton Family Education and Support Centre Constitution.</p>
PERSONAL ATTRIBUTES	<p>Commitment to upholding and promoting the values and philosophy of Cloud Kids Early Learning Centre. A friendly, approachable, flexible and positive attitude. Experience and empathy for children and their parents/whānau. Strong sense of professional ethics and codes of behaviour Value and respect for cultural diversity. Ability to maintain appropriate professional boundaries. High level of motivation and enthusiasm.</p>

Please note that there may be times when other tasks/projects/requirements are delegated to you to meet the needs of the Centre. Also as a fully registered teacher, it is your responsibility for ensuring that you provide ongoing evidence which contributes to your staff appraisal that you are meeting and/or exceeding the standards as per the qualified teachers job description.

Signed:

Date

Job Description Supervisor
22 June 2019

KEY TASK	KEY INDICATORS
Professional Learning	<ul style="list-style-type: none"> • Work with the Assistant Supervisor and teaching team to ensure that high quality education and care is provided. • Understand and apply current practices for effective leadership and management. • Provide professional leadership to the teaching teams by encouraging passion, innovation and creativity. • Facilitate the development and implementation of practices that reflect the dual heritage of Aotearoa/New Zealand within the Centre. • Continually reflecting on personal teaching practice within the Centre to support ongoing improvement. • Maintain teacher registration and evidence. • Use new knowledge gained from professional readings to improve teaching practice. • Keep up to date with relevant professional literature and MOE documents. • Feedback and feedforward is given in an honest and respectful manner. • Receive feedback and feedforward with an open mind and a willingness to listen and improve. • Reflect on your own performance development and demonstrate a commitment to your own ongoing learning. • Prepare and implement coaching plans for all staff. • Coach and mentor all staff to success regularly. • Participate in procedures and practices to maintain, affirm and improve team effectiveness. • Display ethical and responsible behaviour. • Ensure implementation and regular review of the Statements of Teaching Practice and other Centre policies, procedures and practices • Appraise Assistant Supervisor, teachers and other staff annually using a system that meets current Education Council and ERO requirements. • Support staff in achieving their appraisal goals set from their appraisals. Hold at least three check-in meetings annually to discuss and review evidence.

KEY TASK	KEY INDICATORS
Staffing	<ul style="list-style-type: none"> • Ensure you follow all employment law and legal requirements when employing new staff. • Ensure you keep current and up to date with any employment law changes/requirements including the Education Council. • Ensure all pre-employment requirements are met e.g. police vet, referee checking. • Lead the appointment process of new staff. • Ensure employment agreements are up to date and meet employment law, legislation and policies. • In induct new staff and students into the Centre/teams. • Identify future staffing projections in your Board reports. • Follow up on any staff complaints in a fair and transparent manner. • Facilitate meetings between staff where required. • Resolve any issues/concerns quickly. • Be the first port of call to cover for lunch breaks, non-contact or to replace a sick staff member where required. • Complete written observations and feedback and feedforward for teachers undergoing registration. • Consider and support staff needs/requests. • Facilitate staff meetings once a fortnight. • Hold quarterly appraisal check-in meetings with fully registered and provisionally registered teachers and regularly review their professional teaching portfolios of evidence for teacher registration. • Meet with Assistant Supervisor on a regular basis to review the activities of the Centre to ensure that they are of a high standard and are consistent with the appropriate standards. • Develop a PLD plan and budget annually bringing together common goals identified through staff appraisals. • Develop action plans and programmes to address any issues/concerns as appropriate e.g. coaching and mentoring, competency. • Be fully conversant with the Education Council requirements for registration and any changes/updates and on communicate these to staff. • Track renewals for First Aid Certificates and Teacher Registration. • Be conversant with teaching standards and ensure all provisionally registered and registered teachers understand and keep evidence of how they are meeting these in their daily practice. • Meet with the MFESC Board Chairperson once a fortnight or as agreed. • Strictly monitor all staff leave and report leave liability to the MFESC Board.

KEY TASK	KEY INDICATORS
Relationship Management	<ul style="list-style-type: none"> • Build and maintain an active working relationships with the MFESC Board, Assistant Supervisor and the teaching team. • Promote a collaborative and positive culture with the Assistant Supervisor, teaching team, and other staff. • Work in a professional manner at all times with Assistant Supervisor, teaching teams and the MFESC Board Chairperson. Ensure any communication/directives from the Board are communicated positively to all staff. • Monitor Assistant Supervisor, Teaching Team and staff performance and give direct feedback and feedforward to improve areas identified. • Identify, establish and foster relationships within, and between, the Centre and the wider community. • Keep staff up to date on any changes/developments. • Provide day to day support to Assistant Supervisor and teaching team. • Communicate effectively and efficiently with all staff, MFESC Board and key link relationships. • Proactively handle any significant communication issues in a timely and professional manner • Request support from the Assistant Supervisor and MFESC Board Chairperson when needed. • Be the Ministry of Education contact person. • Manage conflict effectively and actively work to achieve resolution. • Build and maintain a positive working relationship with the MFESC Board Chairperson. • Work with parents to ensure community needs are captured. • Consult with parents/whānau and build strong respectful relationships. • Provides support, information and consultation for parents/whanau. • Work collaboratively with external stakeholders i.e. Plunket, Family Start, and Ministry of Education Learning Support etc. • Attend monthly MFESC Board meetings.

KEY TASK	KEY INDICATORS
Operational Management	<ul style="list-style-type: none"> • Ensure the Centre complies with all relevant legislation requirements, and monitoring and reporting requirements including Work Safe and health and safety standards. • Effectively and efficiently use available financial resources and assets, within delegated areas of authority, to support Centre operations. • Identifies property issues and prioritises upgrades following discussion and approval with the MFESC Board. • Proficient in using ICT systems. • Is an advocate for high quality health and safety practice for staff and children and proactively seeks and works to eliminate identified health and safety issues/hazards. • Mentors others in health and safety best practice, including accurate reporting. • Provide a written report to the MFESC Board monthly detailing staffing, occupancy, issues/concerns, health and safety and other relevant information. • Facilitate and document staff meetings and encourage participation of all team members. • Be fully conversant with the Early Childhood Regulations 2008, Centre manuals and all other relevant legislation, regulation and policy. • Ensure an appropriate monitoring structure is in place to demonstrate Centre operations is meeting expectations and any targets set e.g. occupancy, financial. • Mentors others in health and safety best practice, including accurate reporting, recording and review of any accident reports. • Ensure that new staff and students are fully inducted into the Centre in relation to the education programme and curriculum. • Report to governance on finances of the Centre in a timely manner, including analysis and budget tracking. • Provide ongoing guidance to the Administrator to ensure accuracy. • Oversee the day to day management and operation of the Centre including: APT, Petty Cash, Xero, WINZ, Bulk Funding, Staff wage information, Employment information

KEY TASKS	KEY INDICATORS
Strategic Management	<ul style="list-style-type: none"> • Understand the implications of Aotearoa New Zealand’s changing cultural, social and economic context, and reflect these changes in the Centre. • Establish and engage in processes of review that facilitate continuous improvement of policies and practices at the Centre. • Initiate, plan and manage the Centre programme and practices to reflect a commitment to focusing the Centre on continuous improvement and to ensure any ERO recommendations are completed. • Provide support and guidance to the MFESC Board with regard to developing a long term strategic plan, annual budgets including resources and a plan. • Lead and ensure that all staff participate in the regular review of Centre policies and procedures. • Ensure the Centre is ERO ready at all times.
Enrolment/Marketing/Occupancy	<ul style="list-style-type: none"> • Oversee rolls and wait list. • Enrolment applications are processed in a timely manner. • All relevant enrolment detail is captured and recorded in the Centre’s enrolment system. • Ensure maximum occupancy at all times. • Develop advertising campaigns and promotions to build occupancy. • Ensure you promote the Centre positively through:- <ul style="list-style-type: none"> ○ building key link relationships in the community. ○ hold open days or evenings where required. ○ attend networking events representing MFESC where required.

KEY TASK	KEY INDICATORS
Design For Learning	<ul style="list-style-type: none"> • Ensure the assessment, planning and evaluation programme is understood and implemented by all staff. • Ensure that the internal evaluation process is implemented by all staff. • Ensure teachers keep children’s portfolios up to date and learning stories meet the standard and expectation of the Centre. • Have knowledge and understanding of the early childhood curriculum Te Whāriki and other relevant curriculum documents. • Understand individual/group planning and ensure this is implemented alongside Te Whāriki. • Offer curriculum support and guidance to Assistant Supervisor in the implementation of effective teaching and learning strategies. • Ensure that learning is visible and ongoing within the Centres. • Provide time for the Assistant Supervisor to facilitate planning meetings focused on teaching and learning. • Develop a budget that will enable a rich library of resources to be available for all children at all times. • Promote a culture where risk taking is supported within the learning environment. • Ensure that the learning environment is managed by all teachers and that a range of teaching strategies are encouraged to actively engage children. • Provide a respectful and inclusive learning environment for all children. • Ensure that experiences for children promote ongoing learning. • Encourage and support the Assistant Supervisor, teachers and children to take responsibility for managing themselves. • Support the Assistant Supervisor and teachers to provide a curriculum that develops social competence in all children. • Ensure that the emotional environment of the centre is safe, positive and supports learning at all times. • Ensure a curriculum that caters for all learning styles is provided to enable children to link prior learning with current experiences. • Encourage children to revisit and reflect on their learning.

KEY TASK	KEY INDICATORS
<p>TEACHING Teach and respond to learners in a knowledgeable and adaptive way to progress their learning at an appropriate depth and pace.</p>	<ul style="list-style-type: none"> • Ensure learning experiences within the planned curriculum promote children’s thinking and reasoning skills. • Support teachers to support ākongā in the development of their social competence and taking responsibility for their own learning and behaviour. • Manage the learning environment effectively by ensuring the teaching team uses a wide range of teaching strategies to actively engage ākongā. • Offer curriculum support and guidance to teachers in the implementation of effective teaching and learning strategies. • Ensure teachers are providing opportunities for ākongā to revisit and reflect on their learning. • Ensure teachers are intentional in responding to ākongā with opportunities to develop new learning, consolidate existing learning and add complexity to prior experiences • Demonstrate and ensure effective positive guidance strategies are understood and implemented by the teaching team. • Role model effective professional and teaching practice at all times. • Ensure that experiences in the planned curriculum promote ongoing learning for children. • Ensure a rich library of resources are available to engage and motivate children’s learning. • Lead professional discussions with the teaching team around teaching practice that encourages continued self-improvement and development. • Ensure teachers are identifying teachable moments to enhance children’s learning. • Ensure teachers use a range of teaching strategies to actively engage children. • Validate the prior knowledge that Māori ākongā bring to their learning. • Actively ensures that Māori learners have access to high-quality culturally relevant programmes. • Personally committed to, and actively works on, their own professional learning and development with regards to Māori ākongā achievement.
STANDARD	KEY INDICATORS
<p>Financial</p>	<ul style="list-style-type: none"> • Prepare annual budgets for PLD, Resources and Staffing. • Provide a monthly financial report to the MFESC Board detailing: APT, Petty Cash, Xero, WINZ, Bulk Funding, Staff wage information, Employment information • Ensure that you remain within budget and policy perimeters. • Provide advice and guidance to the administrator (should one be appointed) to ensure consistency and best practice standards. • Monitor the budget on a monthly basis including income and expenditure.