

## Early Education Waikato – Education Manager | Kaiarataki

**Position Title:** Education Manager (EM) | Kaiarataki

**Reports to:** Chief Executive Officer (CEO)

**Direct Reports:** Centre Managers – allocated services (Centre Sites)

**Key Internal Relationships:** Head Office Staff, Teachers, Support Staff

**Key External Relationships:** Families/Whaanau, Agencies, Public

### Guiding Values

<b>Whakamana</b>	Empowering all to reach their highest potential by providing high quality leadership.
<b>Manaakitanga</b>	Welcoming, caring and innovative environment that treats everyone with respect and dignity.
<b>Pono</b>	Showing integrity by acting in ways that are fair, honest, ethical and just.
<b>Whanaungatanga</b>	Engaging in positive and collaborative relationships.

### Position Purpose

The role takes accountability for the professional leadership, management and provision of expertise in operations and education to designated services ('sites'), ensuring all services support the success of the organisation and are efficient, effective and sustainable in providing quality education and care to children and families.

### Specific Accountabilities

Specific accountabilities for each 12-month period may be articulated separately to this job description based on current organisational priorities and performance as reflected in designated Management or EM Plans.

Key Accountability	Primary Activities
Manage sites to ensure that quality early childhood education is consistently achieved in each service	<ul style="list-style-type: none"> <li>Ensure each service consistently delivers quality education in a positive, professional, productive working environment including: <ul style="list-style-type: none"> <li>Developing and completing an annual / two yearly EM Plan focused on ensuring services are meeting compliance, education and Organisation requirements</li> <li>A minimum of one visit and report per term to each service to ensure quality education is being delivered in an effective efficient sustainable manner</li> </ul> </li> </ul>



	<ul style="list-style-type: none"> <li>• Determine, document and ensure each service / staff consistently meet the same agreed quality organisational standards / requirements.</li> <li>• Ensure that quality organisational teaching / learning plans and delivery are based on the curriculum, organisational standards, feedback from the Parent Satisfaction surveys, and above all are responsive to the needs of the children.</li> <li>• Support services with preparation / responses for external agencies ERO Reviews, Oranga Tamariki, if necessary.</li> <li>• Ensure that ERO Reviews indicate that each individual service offers a quality environment that supports quality outcomes for children.</li> <li>• Ensure each service completes all compliance requirements, including relevant legislation, organisational policies, procedures and expectations.</li> <li>• Role model a commitment to a Tiriti o Waitangi based Aotearoa NZ.</li> <li>• Role model respectful professional management relationships with staff and families.</li> <li>• Maintain / develop professional expertise to better support the organisation's success e.g. technology, commercial acumen, developmental theory, leadership etc.</li> <li>• Undertake strategically relevant high value portfolios that support the education and operational leadership of the role, as determined with CEO.</li> </ul>
Ensure that all staff perform well, and their expertise is developed to required standards	<ul style="list-style-type: none"> <li>• Complete the induction process for all new Centre Managers and ensure that the induction process for new staff members is undertaken by the Centre Manager.</li> <li>• Ensure an appropriate professional Growth Cycle and Performance Review process for teachers is undertaken in accordance with Education Council and EEW organisational requirements.</li> <li>• Provide practical management guidance to Centre Managers to ensure they achieve the required performance of their staff in accordance with standards and procedures.</li> <li>• Attend / facilitate meetings to support staffing / performance matters; with guidance from specialists, as required.</li> <li>• Ensure an appropriate Registration process / system is available for teachers to work through their teacher registration requirements, as per the organisation and NZ Education Council, resulting in teachers gaining and retaining full registration as deserved and required.</li> <li>• Provide or give access to quality advice, support and PD/training to enable staff to carry out their responsibilities with professionalism and integrity, ensuring staff are able to comply with all relevant legislation, policies and procedures and contribute to the goals of the organisation.</li> </ul>



Ensure each service's rolls are maximised and appropriate staffing are used efficiently and effectively	<ul style="list-style-type: none"> <li>• Oversee service rolls and staffing to ensure maximum child numbers with corresponding efficient staffing levels.</li> <li>• Intervene in a timely manner where service rolls and/or corresponding staffing levels are falling below required levels / ratios.</li> <li>• Coach Centre Managers to enable effective service level management of staffing levels to meet rolls on an ongoing basis.</li> </ul>
Oversee services to ensure they are each welcoming, supportive and attractive environments	<ul style="list-style-type: none"> <li>• Families / visitors are made to feel welcome and supported by staff.</li> <li>• Positive parent / community relationships are maintained.</li> <li>• Ensure sites are always warm, welcoming and professional, and have attractive, dynamic, clean and organised environments, inside and outside.</li> </ul>
Ensure appropriate resources are prioritised and managed efficiently by each service to produce effective outcomes	<ul style="list-style-type: none"> <li>• Ensure preparation of an appropriate annual / two yearly plan and operating budget that will meet the priority requirements of services and the organisation.</li> <li>• Monitor each service plan throughout the year to ensure resource plans / budgets are being met.</li> <li>• Ensure each service reviews and documents the outcome of the plan periodically, including performance to budget and effective outcomes for children.</li> </ul>
Manage health and safety at services to ensure that they are safe environments for children and adults	<ul style="list-style-type: none"> <li>• Support and monitor Centre Managers to implement and manage all legislative and Organisation Health and Safety policies and procedures and reporting requirements.</li> <li>• All policies and procedures relating to the safety of children / adults are well established and monitored at each service and improvements are implemented as appropriate.</li> </ul>
Demonstrate positive professional organisational leadership	<ul style="list-style-type: none"> <li>• Actively work to support and role model a one team, organisational approach.</li> <li>• Proactively role model problem solving and openness to change attitude.</li> <li>• Ensure service and staff professional standards / requirements / expectations are necessary, manageable and support outcomes for children and organization.</li> <li>• Actively contribute to the organisation by respecting, caring, supporting, coaching and empowering others.</li> <li>• Communicate in a positive, constructive, clear, way to support others to embrace change and take action.</li> <li>• Promote equity and diversity in the workplace.</li> </ul>
Professionalism	<ul style="list-style-type: none"> <li>• The organisation is represented internally, externally and online in a positive, professional, efficient and confidential manner.</li> </ul>



	<ul style="list-style-type: none"> <li>• Productive, organised and efficient work ethic is always displayed in furthering the needs of the organisation.</li> <li>• Demonstrate and foster respectful, responsive, cooperative and supportive relationships across the organisation, and any related groups such as families, whanau, agencies, external service providers.</li> <li>• Maintain high standards of professional behaviour at all times; including actions, behaviour, and appearance in line with EEW policies, procedures, practices.</li> <li>• Keep up to date with new and updated policies and procedures.</li> </ul>
Health, Safety and Wellness	<p>Adhere to requirements of and contribute to improvements in health and safety processes and procedures.</p> <p>Carry out all tasks in the safest possible manner at all times.</p> <p>Ensure all services and team members comply at all times with WKA H&amp;S policy, procedures and practices, including:</p> <ul style="list-style-type: none"> <li>- Role modeling commitment to H&amp;S standards</li> <li>- Ensuring all hazards are identified and controlled</li> <li>- Monitoring to ensure all accidents and incidents are reported, investigated &amp; resolved</li> <li>- Ensure all team members are clear about procedures, team members are trained, standards are implemented, forms are completed and monitored corrective actions are implemented</li> <li>- Work areas are kept safe, tidy, uncluttered and storage shelves are stacked safely</li> <li>- Any designated Health and Safety training is attended</li> </ul> <p>Encourage operational practices that support staff wellness.</p>

This Job Description is intended as a general description of the work of the Education Manager position and is subject to the recognition that priorities and responsibilities may need to change to meet Early Education Waikato strategies and operations. As such, this is not a full and limited list of job responsibilities. Early Education Waikato will undertake best endeavours to agree on substantive changes to responsibilities in good faith with each employee on an ongoing basis.

