

JOB DESCRIPTION

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| Job Title | Assistant Manager/Lead Teacher |
| Reports to: | Centre Manager/Kaiwhakaako |
| Responsible for overseeing: | Centre staff including: Kaiako, Teaching Assistants, Relievers, Support Staff, Administrator, Cook |
| Key Relationships | Internal: Education Manager/Kaiarataki, EEW/Head Office Staff, Centre admin, support staff and cooks. External: Tamariki, Families, Whaanau, Education and support agencies |

| Guiding Values | |
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| WHAKAMANA | Empowering all to reach their highest potential by providing high-quality leadership |
| MANAAKITANGA | Welcoming, caring and innovative environment that treats everyone with respect and dignity. |
| PONO | Showing integrity by acting in ways that are fair, honest, ethical and just |
| WHANAUNGATANGA | Engaging in positive and collaborative relationships |

Purpose of the Position:

This role takes accountability for actively assisting the Centre Manager/Kaiwhakaako to manage a financially sustainable Centre that provides high quality early education through sound practice. The Assistant Manager/Lead Teacher continually uses educational expertise and initiative to enthuse others and provide educational leadership of the Centre, whilst ensuring on time accurate delivery of administrative tasks.

The Assistant Manager/Lead Teacher contributes to the success of the organisation via facilitating good teamwork, following up to make sure expectations are clear, providing support to other Kaiako; supporting Centre initiatives, and activities; working with tamariki and staff well-being at heart; and upholding relationships and administrative requirements needed for effective Centre operation.

This role takes direct responsibility for leading a team in a room, including all the day to day operational aspects of the room and teaching of tamariki.

In the absence of the Centre Manager/Kaiwhakaako, the Assistant Manager takes accountability for all Centre Management activities, licensing requirements, rosters, rolls, records, staff and tamariki well-being, staff and whanau relationships and problem solving.

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 articulated via EEW leaders.

| Key Accountability | Primary Activities |
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| | <ul style="list-style-type: none"> Develop and maintain a team culture of collaboration |

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| <p>Professional Leadership</p> | <ul style="list-style-type: none"> • Clarifying expectations set by management and professional bodies, explaining standards, monitoring how well those standards are being met; encouraging and supporting team members and teamwork • Monitor teaching standards, assisting team members to meet expectations, and referring any performance issues to management • Discuss any challenging situations arising with whaanau / staff to the Manager to plan for resolution • Assist Kaiako in the room to meet expectations, and as required, what they need to do differently • Motivate and support the teaching team to improve the quality of teaching and learning, improve the team effectiveness and create an environment of trust, respect and understanding • Assist with the induction of new staff into the Centre as required <p>Supports the Centre Manager/Kaiwhakaako to:</p> <ul style="list-style-type: none"> • Ensure the early childhood education setting offers a professional service and maintains high quality standards • Regularly review centre guidelines, procedures and practices to ensure that all statutory requirements are met • Conducts Performance Appraisals for Teaching Assistant/s, Cook and Administrator • Support and mentor Kaiako undergoing registration <p>Is a role model by displaying ethical and responsible behaviour, reflecting on own practices and demonstrating a commitment to ongoing learning</p> |
| <p>Relationship Management/ Communication and Consultation</p> | <ul style="list-style-type: none"> • Demonstrate effective communication skills and foster respectful, responsive, reciprocal relationships with tamariki, parents, whaanau, Kaiako, staff, management and the wider community • Communicate and consult with parents/whaanau acknowledging their values, needs and aspirations • Encourage families/whaanau to have input into the educational programme • Ensure parents/whaanau have access to the Centre policies and procedures and other relevant documents • Seek information and guidance from specialist services when needed and appropriate • Attend monthly centre staff meetings and organise and facilitate own room monthly meeting • Liaise effectively and professionally with other educational services and outside agencies • Ensure parents/ whaanau have both formal and informal opportunities to discuss their tamariki progress, interests and abilities |

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| | <ul style="list-style-type: none"> • Welcome visitors to the service and positively promote the service in the community • Manage conflict effectively and work actively to achieve resolution |
| <p>Teaching, Learning and Development</p> | <p>Assist the Centre Manager/Kaiwhakaako to encourage and ensure that all Kaiako:</p> <ul style="list-style-type: none"> • Complete all documentation to specified times as required by the Centre Manager/Kaiwhakaako • Ensure provision of quality curriculum in accordance with Te Whāriki 2017 • Demonstrate a commitment to their own learning and teaching • Demonstrate a knowledge of Te Tiriti o Waitangi, te reo and tikanga Māori • Demonstrate a thorough understanding of current approaches to effective teaching and learning across the curriculum • Continually evaluate and reflect on their teaching and act on areas that require improvement • Use assessment as a conscious practice of noticing, recognising and supporting documentation • Demonstrate a high level of commitment to tamariki well-being and social competence • Engage tamariki via a wide range of approaches • Effectively facilitate challenging learning environments • Maintain high expectations of all tamariki that value and promote learning • Maintain and promote positive relationships with tamariki that respect their individuality, culture and place in their community <p>Provide leadership in the planning, implementation and evaluation of the educational programme in consultation with the teaching team using knowledge and understanding of the learning and development of each child</p> <p>Ensure appropriate resources are made available to support the needs of each child and to facilitate quality curriculum and interactions.</p> <p>Help tamariki develop respect for each other, their environment and community</p> <p>Manage tamariki behaviour positively and appropriately</p> <p>Demonstrate active support for all Centre events, initiatives, special occasions and traditions to ensure these occurrences contribute positively to the culture of the Centre</p> |

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| <p>Customer Service</p> | <ul style="list-style-type: none"> • Ensure the team are customer service focused • Always provide a warm welcome to parents/whaanau/visitors to the Centre • Be supportive and encouraging to all parents/whaanau/visitors regardless of personal circumstances • Ensure staff deal with parents/whaanau/visitors in a non-judgmental manner at all times, keeping the wellbeing and development of the child as first priority |
| <p>Administration Management</p> | <p>Ensure Kaiako in the room adhere to administration requirements</p> <p>Ensure that daily practices are kept in line with the service philosophy, policies and procedures</p> <p>Accurately completes monthly obligations as required; meets deadlines</p> <p>Assist the Centre Manager/Kaiwhakaako to ensure administration tasks are carried out efficiently and delivered on time; and all staff share tasks as appropriate</p> <p>Is fully conversant with and able to comply with the Licensing Criteria for ECE and Care Services, relevant legislation; EEW policies, procedures and reporting requirements</p> <p>Assist with managing attendance levels to ensure maximum funding is received; and monitoring staffing levels for cost effectiveness in accordance with child attendance levels and required ratios</p> <p>Ensure rolls are optimised</p> <p>Ensure that daily practices are kept in line with the service philosophy, policies and procedures</p> <p>Undertakes all key administration tasks in the absence of the Centre Manager/Kaiwhakaako and/or as delegated</p> |
| <p>Professionalism</p> | <p>Display a productive, organised and efficient work ethic</p> <p>Display a commitment to the total needs of the employer</p> <p>Represent the employer both internally and externally in a positive, professional and confidential manner</p> <p>Support fellow staff members and the centre community through co-operative, loyal and professional actions</p> |

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| <p>Health, safety and Wellness</p> | <p>Provide support to ensure all services, team members, Kaiako comply at all times with ECE Licensing Criteria, EEW H&S policy, procedures and practices, including:</p> <ul style="list-style-type: none"> - Ensure the daily hazard form is completed - Role modeling your commitment to H&S standards - Ensuring all hazards are identified and controlled - Monitoring to ensure all accidents and incidents are reported, investigated & resolved - Ensure all staff are clear about procedures and implementing requirements, that forms are completed and monitored, and any corrective actions are implemented - Work areas are kept safe, tidy, uncluttered and storage shelves are stacked safely - Any designated Health and Safety training is attended. <p>Adhere to requirements of and contribute to improvements in health and safety processes and procedures</p> <ul style="list-style-type: none"> • ensure the health, safety and wellbeing of tamariki and staff at the service • uphold Health and Safety standards in the workplace <p>Carry out all tasks in the safest possible manner at all times</p> <p>Encourage operational practices that support staff wellness.</p> |
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This Job Description is intended as a general description of the work of the Lead Kaiako 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.