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| **Early Learning Counties Manukau – Takanini Child & Family Centre**  **Centre Manager Position Description** |

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| **Overview** |
| This role of an ELCM Centre Manager is to:   * Deliver effective leadership and management of personnel employed at the centre * Ensure a high quality educational programme is delivered * Ensure the strategic, operational and financial objects of the centre are met * Support the overall strategic plan of Early Learning Counties Manukau (ELCM) * Ensure authentic and sustained partnerships are established with Great Potentials Foundation and social and health agencies |

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| **ELCM – Takanini Child & Family Centre - Structure** |
| Hours of Operation   * Children attend from 7.30am – 5.30pm Monday to Friday with a mix of sessional and full day options * The centre is open 50 weeks per year with a two-2-week closure at Christmas     Roll Size  The centre operates with a roll of 85 children, aged from 6 months to 5 years      Adult to Child Ratios  As per Ministry Of Education Regulations for relevant age groups |

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| **Working Relationships** |
| The ELCM Centre Manager will maintain working relationships with:   * ELCM Operations Manager and CMKA Head Office * ELCM and CMKA employees * Children, and their families and whānau * Great Potentials Foundation * Community services & Social and Health Agencies * Local schools * Local early childhood education providers * Community leaders * Other providers of advice and support for families as appropriate |

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| **Reporting Requirements** |
| The ELCM Centre Manger will:   * Report directly to the Early Learning Counties Manukau (ELCM) Operations Manager * Report indirectly to the Counties Manukau Kindergarten Association (CMKA) General Manager  Report indirectly to the ELCM Board of Management |

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| **ELCM Centre Manager Role** |
| **Professional Standards for Experienced Teachers** |
| Centre Managers must first meet the Professional Standards required for Experienced Teachers:  Effectively contribute to the teaching team in an environment that empowers children, staff, families and whānau  Demonstrate a high level of knowledge of Te Whāriki and of current learning, teaching and assessment theories  Demonstrate a commitment to their own on-going learning and teaching  Demonstrate knowledge of the Treaty of Waitangi, te reo and tikanga Maori  Demonstrate expertise and refined approaches in all aspects of curriculum assessment and evaluation practices  Continually evaluate and reflect on their teaching and act on areas where it can be improved  Demonstrate a high level of commitment to children’s well-being and social competence  Demonstrate a wide range of approaches that facilitate all children’s engagement in learning  Effectively facilitate challenging learning environments  Maintain high expectations of all children that value and promote learning  Maintain and promote positive relationships with children that respect their individuality, culture and place in their community  Demonstrate highly effective communication skills when interacting with children, colleagues or family/whānau  Demonstrate effective skills in responding to the aspirations of family/whānau and caregivers  Display ethical and responsible behaviour  Support and provide effective assistance to colleagues in improving teaching and learning  Encourage others and participate in professional development  Contribute towards the effective functioning of the total centre’s relationships with the Association and the wider community  Sustain knowledge and skill in relation to Association administrative requirements |

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| **Professional Standards for Centre Manager** |
| In addition to the Professional Standards for Experienced Teachers, the following Professional Standards must be met;  **Professional Leadership**  Demonstrate a thorough understanding of current approaches to effective teaching and learning across the curriculum  Demonstrate effective leadership to team leaders in ensuring that high quality teaching and learning practices are delivered\*  Understand and apply, where appropriate, current practices for effective leadership and management from both within and beyond education    Provide professional leadership to the teaching team by encouraging vision and innovation  Facilitate the development and implementation of practices that reflect the dual heritage of Aotearoa/New Zealand within the kindergarten  Reflect on own performance appraisal and demonstrate a commitment to own on-going learning  Participate in procedures and practices to maintain, affirm and improve team effectiveness  Motivate and support the teaching teams to improve the quality of teaching and learning  Display ethical and responsible behaviour  Supports an advice and guidance programme for teachers working towards full registration\*  Acknowledges parents’ aspirations for their child\*  Supports staff in achieving goals set from their appraisal\*  Attends a minimum of one registration support if in a supervisory role for teachers undergoing registration  Ensures implementation and regular review teaching and learning statement and other centre procedures and practices\*  Undertakes performance appraisal of teaching team and other staff on an annual basis\*    Continued… |

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| **Relationship Management**   * Identify, establish and foster relationships within the centre * Communicate effectively with a range of people and groups * Demonstrates a community minded spirit, be willing to go the extra mile and have a “*nothing is impossible”* and *“can do attitude”\** * Manage conflict effectively and actively work to achieve resolution * Demonstrates effective communication within the team\* * Proactively handles any significant communication issues in a timely and professional manner supported by documentation\* * Requests support from the ELCM Operations Manager/General Manager as appropriate\*   **Operations and Management**   * Ensures all staff comply with all relevant legislation requirements, and with monitoring and reporting requirements * Effectively and efficiently use available financial resources and assets, within delegated areas of authority, to support centre operations * Identifies property issues * Proficient in implementing data to APT Childcare Management Package\* * Organises relievers with complete paper trail * Is an advocate for high quality health and safety practice for adults 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, recording and reviewing of reports\* * Documents staff meetings and encourages participation of all team members\* * Is conversant with the early childhood regulations 2008, licensing criteria and ELCM Staff Procedure and Information Handbook and all other relevant legislation\*   Meets with the team leader on a weekly basis to discuss teacher registration, teaching practice, environment,  communication, responsibilities and documentation discussion   * When necessary, participates in the appointment process of new teaching staff\*   **Strategic Management**   * 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 * Initiate, plan and manage the centre practices to reflect a commitment to focusing the centre on continuous improvement * Works with the Centre Manager to achieve the long term strategic plan, annual plan and budget.\* * Contributes to the review of ELCM policies and procedures\*   \*Denotes areas which are not covered in the Centre Manager professional standards and which are specific duties relating to the expectations of the Centre Manager. |