

## EDUCATION MANAGER POSITION DESCRIPTION

<b>Reports To</b>	Chief Executive Officer
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<b>Purpose of Position</b>	<p>The Education Manager reports to the CEO and is a member of the management team for CMKA. The role delivers professional services through a range of portfolios and key responsibilities.</p> <p>The Education Manager is actively involved in the development and delivery of high quality professional services that responds to the needs of the organisation.</p>
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<b>Position Values</b>	<p>It is expected that the Education Manager maintain a high level of professionalism and integrity, display a positive attitude and a team focus, be enquiring and articulate, and has the ability to lead and deliver ongoing professional services.</p>
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<b>Responsible For</b>	Delivery of professional services to ECE Services and employees of CMKA and ELCM
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### Key Relationships

External	Nature of Relationship
Social and health agencies	Liaison
Professional Services Agencies	Liaison
ECE Sector groups	Liaison
Regulatory bodies	Liaison and reporting as appropriate
External advisors to CMKA	Liaison

Internal	Nature of Relationship
CEO/GM	Direct Report
Operations Manager	Management report and liaison
HR Manager	HR report and liaison
Financial Services Manager	Finances report and liaison
Management Team	Liaise and engage
Employees	Delivery of professional services

## Key Competences and Skills:

In order to be effective in the position, the Education Manager shall have and be able to consistently demonstrate, the attributes and behaviours described below:

- Actively demonstrates professionalism throughout the organisation and is viewed by others as a leader within the organisation, highly trustworthy and credible.
- Strongly leads by example, provides clear expectations and direction. Causes people to believe what they do makes a difference and uses different leadership styles to achieve objectives.
- Demonstrates a strong understanding and commitment to the goals and objectives of the organisation.
- In accordance with the objectives of the organisation, strategically plans for areas of responsibility, effectively communicates goals to direct reports and leads achievement of objectives.
- Has tenacity in pursuing goals, showing focus in the face of opposition and ensures personal goals are aligned with the objectives of the organisation.
- Makes insightful, timely decisions
- Champions the “quality cause”, sets directions, defines standards and values and embeds continuous improvement inside and outside areas of responsibility.

## Qualifications

Essential	Desirable
NZ ECE Teaching Qualification Full Teacher Certification (NZ Teaching Council)	Relevant Post Graduate Qualification Relevant Management Qualification

## Experience

Essential	Desirable
Leadership experience in ECE Sector minimum 2 years Teaching experience in ECE Sector minimum 5 years	Previous experience in management in ECE sector

## Technical Skills and Knowledge

Essential	Desirable
Effective and confident user of ICT devices and platforms including Microsoft Office suite, O365 and on-line communication platforms and databases.	Experience with SharePoint, StoryPark, Staff Sync, Discover Childcare Management

## Key Areas of Accountability – Senior Teachers Performance Dimensions (KTCA)

The Education Manager will adhere to the Senior Teachers Performance Standards outlined below, and any amendments to the document (attached as appendix A)

<p><b>Professional Leadership</b></p>	<ul style="list-style-type: none"> <li>• fulfils the role of professional leader as outlined in their job description</li> <li>• demonstrates an extensive knowledge and understanding of current approaches to effective teaching and learning</li> <li>• understand and apply where appropriate, current practices for effective leadership and management from both within and beyond education</li> <li>• provide professional leadership and direction to the kindergarten teams by encouraging vision and innovation</li> <li>• inspire, motivate and support teachers to continually improve the quality of teaching and learning</li> <li>• reflect on own performance appraisal and demonstrate a commitment to own ongoing learning</li> <li>• advocate for and support the facilitation, development and implementation of practices throughout the Kindergarten Association that reflect and incorporate te reo and tikanga Maori and the Treaty of Waitangi</li> <li>• establish and engage in processes of review that facilitate continual improvement for the Association and its kindergartens</li> <li>• display ethical and responsible behaviour</li> </ul>
<p><b>Strategic Leadership</b></p>	<ul style="list-style-type: none"> <li>• understands the implications of Aotearoa New Zealand’s changing cultural, social and economic context, and advocates for responsive Association policies and practices</li> <li>• contributes to the development of a shared vision for the future of the Association and reflects a commitment to focusing the Association on continuous improvement</li> <li>• makes progress towards achieving the Association’s vision through effective management of available resources</li> <li>• demonstrates an understanding of, and is responsive to, the aspirations and concerns of the kindergarten communities, the education sector and the wider education community</li> </ul>
<p><b>Professional Relationships</b></p>	<ul style="list-style-type: none"> <li>• foster relationships with and between kindergartens and the Association</li> <li>• identify, establish and facilitate relationships within and between the education sector and the wider community</li> <li>• communicate effectively with a range of individuals and groups</li> <li>• manage conflict effectively and work actively to achieve resolution</li> </ul>
<p><b>Operations and Management</b></p>	<ul style="list-style-type: none"> <li>• contribute to the Association’s performance management policies, procedures and practices to maintain and improve teacher effectiveness</li> <li>• comply with all relevant legislative requirements and with monitoring and reporting requirements</li> <li>• use of available financial resources and assets to effectively and efficiently support Association operations</li> </ul>

### **Key Areas of Accountability - The Code of Professional Responsibility (Teaching Council of Aotearoa)**

The Education Manager will adhere to the Code of Professional Responsibility and any amendments to the document (Attached as Appendix B)

### **Key Areas of Accountability – Standards for the Teaching Profession (Teaching Council of Aotearoa)**

The Education Manager will adhere to the Standards for the Teaching Profession and any amendments to the document. (Attached as Appendix C)

### **Key Areas of Accountability – CMKA Policy, Procedure and Operation Guidelines**

The Education Manager will work in support of and adhere to all CMKA policy, procedure and operation guidelines and any amendments .

### **Key Responsibilities**

**The role of an Education Manager includes, but is not limited to undertaking responsibilities for the following areas:**

Appraisal	Monitoring and Reporting	Professional Development
Community Engagement	Operational Guidance and Support	Recruitment and Appointment Support
External ECE Consultancy	Performance Management	Strategic Goals Support
External Professional Relationships	Policy Development	Teacher Certification
Health and Safety	Portfolio Responsibilities	Teaching and Learning
Induction		