# Early Learning Counties Manukau

# Centre manager Position Description

## Overview

**The 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)

## 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
* 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

## 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) CEO
* Report indirectly to the ELCM Board of Management

## 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

### 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\*

**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 Discover 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 and amendments, licensing criteria, ELCM policy and procedure, 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.