



Session Support Te Whānau Tupu Ngātahi o Aotearoa – Playcentre Aotearoa Job Description

Job Title: Session Support

Place of work: Playcentre

Reports to: Centre Support Coordinator

Key Relationships: Centre Support Coordinator, centre Whānau, Centre Administrator, Centre Support Worker.

New Zealand Playcentre Aotearoa Vision/Mission:

Whānau Tupu Ngātahi - Families growing together.

Playcentre is a family organisation where:

- we empower adults and children to play, work, learn and grow together
- we honour Te Tiriti o Waitangi and celebrate people's uniqueness
- we value and affirm parents as the first and best educators of their children so that whānau are strengthened and communities enriched

Purpose of the Position

To assist parents and caregivers on session to ensure sessions run smoothly, parents are supported in their role as kaiako and children's needs are catered for, while role modelling Playcentres Philosophy and current practices.

Please note, Playcentre is a parent led ECE, and this role is in place to assist as part of a team, not to 'lead' the team. Also please note each centre may have different needs of the support person, and these may vary over time, hence a detailed induction should be given, which should include discussing and highlighting most relevant areas of this job description, as well as regular review, to reflect changes as required.

Please note this may change from time to time as reasonably required by Playcentre Aotearoa.

Key accountabilities	Tasks/specifics
To cater for children's needs	<ul style="list-style-type: none"> • To help parents with sessions to ensure children have a positive experience and Playcentre Aotearoa's philosophy and practices are followed. • To help parents provide a supportive, positive, educational and caring environment for children. • To invite participation from children and encourage learning • To be aware of and help ensure the needs and safety of children are foremost, and help ensure all equipment and toys needed are available and safe to use. • To assist children in exploring their environment and discovering new interests • To interact with children in a way that stimulates the imagination and fosters communication • To help children consolidate past experiences. • To encourage all kinds of expression. • To allow for success • To encourage problem solving by presenting possibilities and promote cooperation. • To encourage initiative and independence.
To support parents/caregivers in the centre	<ul style="list-style-type: none"> • To work with parents/caregivers to plan sessions and provide ideas - if necessary. • Support centre/duty team members to perform end of session evaluations and next steps • To remind parents/caregivers to review previous session evaluations, to assist in planning future sessions • To prompt parents if needed – to check they have what is needed to be able to run sessions (e.g. guidance, toys, and equipment). • To encourage parents and assist them in supporting children's play. • To support and encourage parents/caregivers to become involved in Playcentre adult education. • To remind and support parents with Playcentre's Philosophy and current practices. • To role model and support parents in recognising and documenting children's learning
Opening & closing the Centre – as required	<ul style="list-style-type: none"> • Complete all necessary tasks to ensure Centre is open and ready to run sessions, in conjunction with parents/caregivers • Complete all necessary tasks to ensure Centre is properly closed (e.g. turn off lights, locking doors, secure equipment) in conjunction with parents/caregivers
Housekeeping	<ul style="list-style-type: none"> • To help parents/caregivers ensure there is a safe and healthy environment for parents and children. • To perform housekeeping duties when necessary to keep areas safe and hygienic.
Compliance and regulations	<ul style="list-style-type: none"> • Be familiar with the current Playcentre Policies, Early Childhood Regulations, Playcentre Constitution • Always follow compliance and regulations.

Key accountabilities	Tasks/specifics
Te Tiriti o Waitangi and dual heritage of Aotearoa	<ul style="list-style-type: none"> Encourage and understands importance of dual heritage of New Zealand/Aotearoa, and how this is shown within Playcentre
Health and Safety	<ul style="list-style-type: none"> Undertake their work safely and do not participate in activities that may place others in danger or risk. Comply with all H&S information, instruction, training and supervision. Report any health & safety hazards, risks and incidents in the workplace immediately. Comply with all requirements of return to work and rehabilitation plans.

	Skills, experience and qualifications
Required qualifications & experience	<ul style="list-style-type: none"> Have sound knowledge of Playcentre, its philosophy and current practices Minimum Playcentre Course 2, Playcentre Introductory Award, or above or an equivalent ECE qualification Knowledge and understanding of how to apply Te Whāriki Current First Aid Certificate Ability to pass safety checking (including police vet)
Required skills & attributes	<ul style="list-style-type: none"> High level of oral and written communication skills Competent interpersonal skills Able to work effectively and efficiently, without supervision Flexible and able to adapt to a changing work environment. To be reliable and organised. Ability to formulate constructive and practical solutions to problems. Willingness to undertake constructive and practical solutions to problems. Willingness to undertake professional development relevant to this position. Ability to observe Ability to work effectively as part of a cooperative
Desired	<ul style="list-style-type: none"> Minimum Playcentre Course 3, Playcentre Educator Award, or above or an equivalent ECE qualification Recent Playcentre experience and knowledge of current policies, practices and licencing requirements in Playcentre Full Driver's License

Centre name:

Any additional detail/requirements – such as specific training level required, or specific tasks centre requires role to support with (ie learning stories coaching with parents, and examples to be created for each child within a year). Must be relevant and achievable.

Centre to add details: