

Education Assistant – Position Description

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

The Education Assistant is responsible for the administration to support the running of Education events. This is a role that collaborates with other members of the Education team to meet the needs of students and external Playcentre Education compliance requirements.

This role has primary responsibility for the booking of Education events at Playcentre.

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

Place of Work

NSC/Regional Office

Reporting

Education Assistant – reports to the Education Lead

Direct Reports

- nil



Key Relationships

- Student Support Coordinator
- Students/PD participants
- Centres/Centre Members
- Regional Support Teams

Key accountabilities	
Role Specific	<ul style="list-style-type: none"> • Book venues for all Playcentre Education courses • Ensure that the appropriate resources are on hand for Tutors. • Collaborate with Tutors, Centre Advisor and Centre members and put in place all that is required to ensure that workshops can run unhindered for students and Tutors. • Maintain records that are up to date and easily accessible by Education colleagues for all Playcentre Education course attendance. <p>This role will provide backup support for some of the following responsibilities from time to time:</p> <ul style="list-style-type: none"> • Booking of online workshops and modules. • Administration to support recording of current course participation and student achievement. • Assigning Tutors to courses in a manner that achieves efficient and effective use of resources. • Processing Education enrolments and admissions ensuring correct eligibility criteria are met. Liaise with students to ensure that appropriate study is undertaken. • Support and identify opportunities for the improvement and automation of systems and processes. • Build and maintain collaborative working relationships within Playcentre Aotearoa.
Bi-cultural partnership	<ul style="list-style-type: none"> • Participate in ongoing Treaty and Bicultural related training and other appropriate professional development. • Encourage and understand the importance of the dual heritage of New Zealand/Aotearoa. • Recognise the principles of Te Tiriti o Waitangi and how they relate to Playcentre.

Centre focused	<ul style="list-style-type: none"> All Playcentre employees have responsibility for ensuring that their role and contribution (whether directly or indirectly) in the development, co-ordination and provision of services or support, proactively helps centres to be able to undertake their work upholding and promoting Playcentre Aotearoa values and philosophy.
Health and Safety	<ul style="list-style-type: none"> Undertakes work safely complying with the Health & Safety at Work Act 2015 and taking responsibility for your own actions. Complies with all H&S information, instruction, Playcentre policies and procedures, training and supervision. Reports any health & safety hazards, risks and incidents in the workplace immediately. Complies with all requirements of return to work and rehabilitation plans.

Key competencies	
Pou Hono: Valuing Māori	<ul style="list-style-type: none"> Actively engages in promotion of Māori cultural values. Recognise that others will bring/apply their cultural perspective to all discussions, decisions and actions. Identifies cultural perspectives and bias in others and challenges their views in a manner that would cause them to self-reflect.
Analytical thinking	<ul style="list-style-type: none"> Makes considered decisions and establishes clear goals and priorities to achieve desired outcomes. Approaches problems analytically, from a variety of perspectives, identifying immediate and long-term consequences.
Building relationships	<ul style="list-style-type: none"> Ability to establish trust and confidence of stakeholders. Honest, respectful and open in delivery of communication.
Communication with influence	<ul style="list-style-type: none"> Earns respect through competence in role and acting with honesty and integrity. Solution focused. Be available for the Playcentre community to find a common ground and viable solutions that meet their needs as well as the needs for the centres.
Consultation & collaboration	<ul style="list-style-type: none"> Provide reliable advice to support stakeholders (internal and external) and build trust. Draws on own knowledge and expertise to provide relevant advice to stakeholders.

Key competencies	
Delivering results	<ul style="list-style-type: none"> • Is action oriented, having the energy, motivation, positivity and commitment to excellence to ensure achievement of results. • Consistently achieves priority goals, seizes challenges, deals with any knock backs, and keeps themselves and others focused on achieving the required outcomes.

Person Specification	
Skills and Attributes	<ul style="list-style-type: none"> • Organised - excellent time management abilities, planning work around deadlines and tight timeframes with ability to multitask. • Confident in use of IT and experience in using systems – ideally an SMS • Enjoys working collaboratively with a 'can do' attitude. • Excellent relationship management skills- proven ability to interact effectively and confidently with a range of stakeholders. • Excellent communication skills, both oral and written. • Recognises the "big picture" in issues while also attending to detail. • Proficient in use of Microsoft Suite and Technology • Motivated and results orientated. • Positive attitude with proven customer focus. • Committed to Playcentre philosophy and values.