

## **Education Lead – 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 Lead is responsible for leading the delivery of high quality programmes which result in consistent student achievement and which meet all Statutory requirements. The role is responsible for supporting the ongoing development of a high quality adult education qualification programme, quality assurance of the delivery of the programmes to ensure there is consistency of outcomes, and for setting the annual Playcentre Education calendar.

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

### **Place of Work**

National Service Centre or Regional Office or from home with travel to the NSC or Regional Office as needed

### **Reporting**

The Education Lead reports to the Pedagogical Lead.

### **Direct Reports**

Student Support Coordinators  
Education Assistant  
Tertiary Education Funding Advisor (Fixed term)  
Tutors



## Key Relationships

- Education team
- Hononga Māori team
- Regional support teams
- Students

Key accountabilities	
Leadership	<ul style="list-style-type: none"><li>• Takes a proactive leadership role to collaborate, drive and lead performance supporting education's role in enriching and strengthening centres.</li><li>• Generates confidence and commitment, leading by example, demonstrating and modelling Playcentre values.</li><li>• Provides clear direction enabling others to perform to their optimum. Know and respects their staff, building strong interpersonal relationships, drawing on a wide range of communication skills to inform, listen and persuade.</li><li>• Consistently behaves in an honest, ethical and professional manner. Promotes and advocates for the highest of personal and professional behaviour and evaluates the performance of staff in the light of those values.</li><li>• Set objectives and drives results.</li><li>• Manages team performance and develops team capability through coaching, mentoring, development planning and actively sharing knowledge and expertise.</li><li>• Manage stakeholder relationships in specialist area.</li></ul>

<p>Role Specific</p>	<ul style="list-style-type: none"> <li>• Contribute to the national planning and allocation of Education and PLD programmes.</li> <li>• Contribute to the development of national selection criteria for the recruitment of Tutors.</li> <li>• Oversees recruitment in the Education team, ensuring that Playcentre Aotearoa policies and procedures are followed.</li> <li>• Lead the mentoring of Tutors to support development and induction of Tutors.</li> <li>• Manage the allocation of responsibilities among the Education team as appropriate.</li> <li>• Develop and manage systems for the management, administration and coordination of programmes as well as record relevant data for reporting purposes (supported by the Student Service Coordinators).</li> <li>• Support the ongoing development of programme content, delivery and assessment practices to ensure Playcentre is providing a high-quality adult education programme.</li> <li>• Ensure internal and external moderation are completed and/or manage outsourcing of moderation to ensure all stakeholder requirements are met.</li> <li>• Report on progress within Education programmes ensuring funding and statutory requirements are met.</li> <li>• Collaborate with Pedagogical Lead to ensure self-assessment and external reporting are completed and meet requirements of stakeholders.</li> <li>• Promote recent relevant Education research and current best practice, sharing with direct reports as appropriate.</li> <li>• Support the development and implementation of national improvement initiatives.</li> <li>• Build and promote stakeholder relationships to support effective delivery of the Education programme.</li> <li>• Manage performance of direct reports including completion of annual performance appraisal.</li> </ul>
<p>Bi-cultural partnership</p>	<ul style="list-style-type: none"> <li>• Participate in ongoing Treaty and Bicultural related training and other appropriate professional development.</li> <li>• Encourage and understand the importance of the dual heritage of New Zealand/Aotearoa.</li> <li>• Recognise the principles of Te Tiriti o Waitangi and how they relate to Playcentre.</li> </ul>

Centre focused	<ul style="list-style-type: none"> <li>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.</li> </ul>
Health and Safety	<ul style="list-style-type: none"> <li>Undertakes work safely complying with the Health &amp; Safety at Work Act 2015 and taking responsibility for your own actions.</li> <li>Complies with all H&amp;S information, instruction, Playcentre policies and procedures, training and supervision.</li> <li>Reports any health &amp; safety hazards, risks and incidents in the workplace immediately.</li> <li>Complies with all requirements of return to work and rehabilitation plans.</li> </ul>

<b>Key competencies</b>	
Pou Hono: Valuing Māori	<ul style="list-style-type: none"> <li>Actively engages in promotion of Māori cultural values.</li> <li>Recognise that others will bring/apply their cultural perspective to all discussions, decisions and actions.</li> <li>Identifies cultural perspectives and bias in others and challenges their views in a manner that would cause them to self-reflect.</li> </ul>
Analytical thinking	<ul style="list-style-type: none"> <li>Makes considered decisions and establishes clear goals and priorities to achieve desired outcomes.</li> <li>Approaches problems analytically, from a variety of perspectives, identifying immediate and long-term consequences.</li> </ul>
Building relationships	<ul style="list-style-type: none"> <li>Ability to establish trust and confidence of stakeholders.</li> <li>Honest, respectful and open in delivery of communication.</li> </ul>
Communication with influence	<ul style="list-style-type: none"> <li>Earns respect through competence in role and acting with honesty and integrity.</li> <li>Conveys and supports agreed messages with relevant examples, demonstrations and stories.</li> <li>Solution focused.</li> <li>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.</li> </ul>

<b>Key competencies</b>	
Consultation & collaboration	<ul style="list-style-type: none"> <li>• Provide expert and valued advice to support stakeholders (internal and external) and build trust</li> <li>• Draw on own knowledge and expertise to provide relevant advice to stakeholders</li> </ul>
Delivering results	<ul style="list-style-type: none"> <li>• Is action oriented, having the energy, motivation, positivity and commitment to excellence to ensure achievement of results.</li> <li>• Consistently achieves priority goals, seizes challenges, deals with any knock backs, and keeps themselves and others focused on achieving the required outcomes.</li> </ul>

<b>Person Specification</b>	
Skills and Attributes	<ul style="list-style-type: none"> <li>• Excellent relationship management skills- proven ability to interact effectively and confidently with a range of stakeholders.</li> <li>• An adult teaching qualification essential and preferably a Level 7 NZQA Qualification in Early Childhood Education.</li> <li>• Well-developed influencing skills to achieve effective outcomes that are owned by stakeholders.</li> <li>• Proven experience in leading, managing, and motivating teams desirable.</li> <li>• Recognises the “big picture” in issues while also attending to detail.</li> <li>• Organised- Excellent time management abilities, planning work around deadlines and tight timeframes with ability to multitask.</li> <li>• Committed to ongoing personal and professional development.</li> <li>• Highly motivated and results orientated.</li> <li>• Positive attitude and team player with proven customer focus.</li> <li>• Current Early Childhood Education/Playcentre experience or knowledge is essential.</li> </ul>