



Te Whānau Tupu Ngātahi o Aotearoa – Playcentre Aotearoa Playcentre Education Job Description

- Job Title:** Tutor
- Place of work:** Facilitation will usually take place at venues within a region, often Playcentres, preparation will occur at home.
- Reports to:** Education Lead
- Key Relationships:** Adult Students, Commenters, and Playcentre Education Student support Co-ordinators and Administrators

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

Playcentre Education Goals

- Prioritise educational success, provision of good teaching and learning and positive educational outcomes for learners and the Playcentre organisation.
- Contribute to the strategic direction of Playcentre Aotearoa and be reflective of Playcentre philosophy and beliefs.
- Maintain the academic integrity of the programme by ensuring the certificate award process is independent of the supervision approval process and other functions of Playcentre regions.
- Ensure there is a consistently high quality of delivery and reasonable access for all students throughout Aotearoa/New Zealand.

Purpose of the Position

To facilitate Playcentre Education workshops to a high standard, and in a way that assists students to understand the content. To ensure learning opportunities and workshops facilitated meet the requirements of the programme. To support the learning of students in workshops and ensure students have the information and resources so they can complete the relevant assessment tasks successfully post workshop.

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

Key accountabilities	Performance expectations
Facilitation	<ul style="list-style-type: none"> • Follow workshop outlines issued by Playcentre Education when planning and delivering the programme. • Gather handouts and collect any resources required for the before the workshop. • Seek assistance from a senior member of the teaching staff when uncertain of topic or workshop plan. • Ensure that workshops are run within advertised time frames when possible. • Act in ways consistent with the teaching staff code of conduct.
Support for the assessment process	<ul style="list-style-type: none"> • Discuss any assessment tasks linked to workshop. • Answer any questions as required during workshop.
Management of records	<ul style="list-style-type: none"> • Confirm registration and enrolment numbers prior to the workshop. • Ensure accurate details are recorded on the Attendance Record and these are sent to Education Management in a timely manner. • Implement the evaluation process as instructed by Playcentre Education. • Complete facilitation claim form after workshops. Send to Playcentre Education staff along with the Attendance Record for the workshop/s claimed. • Manage education programme enrolment forms as instructed by Playcentre Education
Participation in Playcentre Education self-assessment processes.	<ul style="list-style-type: none"> • Participate in the facilitator induction process as instructed by the Education Lead. • Take part in peer/ self appraisal processes as outlined in Playcentre Education QMS. • Take part in annual staff appraisal/the performance review cycle. • Participate in ongoing professional development. • Participate in Playcentre Education moderation and evaluation processes.
Workshop logistics	<ul style="list-style-type: none"> • Ensure workshop is set up and ready to start on time. • Inform students of any hazards and provide information about emergency procedures and housekeeping details at the beginning of the workshop. • Ensure workshops run within the time set. • Ensure pack up is completed and venue is left clean and tidy.
Te Tiriti o Waitangi and dual heritage of Aotearoa	<ul style="list-style-type: none"> • Encourage and understand importance of dual heritage of Aotearoa/New Zealand. • Recognises principles of Te Tiriti o Waitangi and how they relate to Playcentre.

Health and Safety	<ul style="list-style-type: none"> • Undertake work safely and do not participate in activities that may place others in danger or risk. • Comply with all health and safety 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. • Ensure workshop participants are aware of venue emergency procedures and any health and safety information relevant to the venue (ie location of first aid kit).
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Key competencies

Key competencies	Description
Pou Mana: Having knowledge of Māori context	<ul style="list-style-type: none"> • Apply Playcentre Aotearoa's Te Tiriti o Waitangi Bicultural Framework. • Use basic te reo Māori and engage with tikanga Māori in a variety of settings. • Ensure the mana of people is respected, with particular regard for mana whenua.
Analytical thinking	<ul style="list-style-type: none"> • Prioritise multiple issues and opportunities.
Communication	<ul style="list-style-type: none"> • Communicate in a respectful tone and manner. • Listen actively and communicate effectively with others. • Be able to write clearly and concisely in a variety of communication setting.
Personal resilience	<ul style="list-style-type: none"> • Promote a healthy work environment. • Manage your personal health and emotional well-being. Recognise when to ask for support when under stress.
Philosophy and values	<ul style="list-style-type: none"> • Have strong understanding of the philosophy and values of Playcentre.
Self-Management	<ul style="list-style-type: none"> • Act with honesty, integrity and personal ethics. • Be able to effectively manage one's time and resources to ensure that work is completed efficiently. • Ensure that high-priority work is completed within required timelines. • Accept and provide feedback in a constructive and considerate way.

	Skills, experience and qualifications
Required	<ul style="list-style-type: none"> • Qualifications equivalent to or higher than the courses being facilitated • Skills in and knowledge of effective facilitation techniques • Sound current knowledge of topics taught • Enthusiasm for and commitment to Playcentre philosophy and Te Tiriti o Waitangi • Good time management • Clear, concise communicator • Strong interpersonal skills and ability to build rapport across a wide range of personalities
Desired	<ul style="list-style-type: none"> • Experience working remotely as part of a larger team