

Position Description - Professional Learning & Development (PLD) Facilitator

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 purpose of the PLD Facilitator is to inspire and guide pedagogical knowledge and leadership within Te Whānau Tupu Ngātahi o Aotearoa. The role includes development and delivery of a broad range of professional learning opportunities for Playcentre kaiako (whānau and employed staff) and external individuals and organisations. The role helps implement the adult learning priorities of Te Whānau Tupu Ngātahi, including the objectives of Ministry of Education contracts. The position is designed to grow the scope of professional learning within Playcentre Aotearoa and in the wider education sector.

Please note this position description may change from time to time as reasonably required by Playcentre Aotearoa and you may be required to undertake additional responsibilities for which you are suitably experienced and that you could reasonably be expected to perform.

Place of Work

From home, with travel to various Playcentres Nationwide

Reporting

- PLD Facilitator reports to Professional Learning and Development (PLD) Lead

Direct Reports

- nil

Delegations

- nil



“Whānau tupu ngātahi – families growing together”

Key Relationships

- Kaiako within Playcentres (whānau kaiako and employed staff)
- Professional Learning and Development Facilitators
- Kaihononga Māori Team
- Regional staff (Regional Manager, Regional Support Leads, Centre Advisors) in your local region

Key accountabilities	
Role Specific	<ul style="list-style-type: none"> • Design and develop PLD programmes, alongside and with stakeholders • Facilitate kanohi ki te kanohi (face-to-face) and online learning for adults • Design and develop learning resources for Playcentre and the wider ECE, education and parenting sectors • Report quantitative and qualitative data as needed for programme requirements • Support Playcentre kaiako to strengthen connections in their local learning communities, including connecting with Kahui Aho and local iwi • Inspire Playcentre kaiako to recognise children’s learning through play and to understand the important role of whānau as kaiako • Scope and develop professional learning opportunities relevant to the wider ECE, education and parenting sectors • Stay abreast of ongoing changes in practice in the ECE sector and integrating learning into PLD delivery • Mentor other team members in areas of expertise • Participate in regular team meetings (online and in-person)
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.
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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 of 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.
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

- Minimum of Playcentre Course 4/NZ Certificate ECE Level 4 or equivalent qualifications; higher ECE qualification desirable
- Significant experience across a breadth of Playcentres/ ECE services
- Significant adult facilitation experience and/or adult teaching qualifications
- Understanding of and experience facilitating Te Ao Māori and/or Pasifika content
- Experience with online facilitation
- Knowledge of the priorities of the current ECE sector and education sector resources
- 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.
- Organised - excellent time management abilities, planning work around deadlines and tight timeframes with ability to multitask.
- Proficient in use of Microsoft Suite and Technology
- Motivated and results orientated.
- Positive attitude with proven customer focus.
- Committed to Playcentre philosophy and values.