

# Playcentre Whānau Team Roles

## He Tangata - Community

### Rangatiratanga i te hāpori – Community Leadership

- Leadership for the centre & support whānau, encouraging involvement & positive relationships
- Support centre communication
- Support the centre use of tagged funds

Tasks: Build relationships within the centre - Maintain an overview of the centre's cooperative functioning. - Facilitate centre hui - Maintain relationships with Playcentre Aotearoa staff including, Kaimahi and Centre Advisor, other Centres and Hāpori. - Prepare for centre hui - Record the notes of Centre hui and distribute to all Centre whānau - Ensure notes from hui are saved to the SharePoint managed by the Kaimahi - Have oversight of Centre tagged funds - Support local grant applications

### Whanaungatanga i te hāpori – Community Building

- Promote Playcentre externally and internally in local community
- Create a welcoming atmosphere and support manuhiri visitors and centre whānau

Actively promote the centre to increase membership - Liaise with relevant organisations at a local level - Coordinate social events for centre whānau and celebrate achievements. - Arrange fundraising opportunities for the Centre - Organise working bees for minor maintenance and end of term cleanup (with Kaimahi) - Engage with manuhiri (visitors) on session. - Work with the Kaimahi to ensure new centre whānau are inducted to the centre and have a support person on session [buddy].

## Ako - Children's Learning

### Arotakenga – Planning & Evaluation

- Arrange/facilitate curriculum planning (daily/termly)
- Encourage whānau to participate in assessment, evaluation and planning
- Support internal evaluation alongside Centre Advisor

Encourage Centre whānau to participate in planning, session evaluation and assessment (including learning stories) - Arrange and/or facilitate curriculum planning meetings - Support the Centre's internal evaluation processes alongside the Centre Advisor.

### Taputapu – Equipment

- Liaise with Kaimahi to maintain consumables and basic equipment
- Make recommendations for equipment purchases and changes/repairs

Liaise with the Kaimahi to maintain quantities of consumable equipment (i.e. paint) - Make recommendations for equipment purchases and changes to indoor and outdoor equipment - Refresh the learning environment. Coordinate minor repairs of resources. Coordinate the annual stock take of the Playcentre equipment.

## Mātauranga - Adult Education

### Whakaihuwaka o Te Wāhanga Mātauranga – Playcentre Education Champions

- Promote, support and celebrate participation in Playcentre Education (PIA, PEA, Level 4 certificate)

Promote the benefits of and encourage participation in the Playcentre Education programme - Assist ākonga with enrolling in the programme and signing up for additional modules - Request workshops to be hosted at your centre, including coordinating with other local centres. - Coordinate the supply resources to assist ākonga (e.g. books in centre library, Chromebooks from the Education team, support for learners with additional needs) - Set up study group sessions or education buddies - Celebrate award and certificate completions.

### Whakaihuwaka o te ako – Adult Learning Champions

- Create a culture of lifelong learning
- Support other adult learning opportunities (first aid, internal and external professional learning events)

### Whakaihuwaka Māori - Te Ao Māori Champions (span all three teams)

Promote Te Tiriti and Te Ao Māori within your centre.

Coordinate centre celebrations e.g. Matariki, Te Wiki o Te Reo Māori - Lead and support inclusion of te reo me ōna tikanga Māori in play - Work with whānau of tamariki Māori in your centre and/or community to ensure whānau aspirations are respected and acknowledged - Arrange for pepeha and whānau displays (on walls and in portfolios) to be kept updated - Encourage a te Ao Māori lens in session evaluation kōrero.

### Whānau as Kaiako - All parents and caregivers

Provide amazing learning opportunities for our tamariki and whānau

Meet and support parents in your community - Work together to set up and support play invitations to enrich children's learning - Talk with children and join in play - Participate in adult learning opportunities to grow skills as a parent/caregiver - Have fun learning alongside the tamariki.

