



Position Description – Centre Co-Ordinator

Te Whānau Tupu Ngātahi o Aotearoa | 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

As Person Responsible on session at Playcentre/s, this role provides high quality support and pedagogical guidance to Playcentre whānau. The Centre Co-Ordinator ensures sessions and programmes reflect Playcentre Philosophy and enriches children's learning and development.

The role ensures centres meet curriculum and quality improvement requirements while also supporting centre growth and participation in Adult Education.

Working in collaboration with centre whānau and other centre support staff, the role focuses on building adult capability and confidence. This enables adults to progressively take greater leadership in sessions and centre responsibilities, supporting a whānau-led environment.

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

- Allocated centres

Reporting

- Area Lead

Direct Reports

- None

Delegations

- Nil



Key Accountabilities	
Role Specific	- Developing whānau to be the first and best educators for their tamariki by ensuring rich, meaningful, child-led curriculum experiences. - Providing advice and support to centre whānau focusing on curriculum, adult education and health and safety to support session delivery. - Role-modelling and supporting the delivery of high quality, whānau-led sessions. - Model and promote te reo Māori, tikanga, and te ao Māori in daily centre practice. - Supporting children with additional learning needs, working alongside Area Lead to access external agencies when required. - Ensure session delivery is inclusive, safe, engaging and reflects Playcentre Philosophy and values. - Ensure sessions meet regulatory and legislative requirements including Health and Safety obligations. - Hold and maintain appropriate First Aid certification - Support centre growth in line with implementation plans, operations manuals and initiatives. - Consistently uses reflective practice to lead continuous improvement at centre level. - Support enrolment, induction and programme transition processes in conjunction with Kaimahi. - Actively encourage, lead and support meaningful participation in Adult Education. - Take the Lead in the delivery of PIA workshops for the centre - Collaborate with other centre leads across local hapori to support and encourage engagement. - Strengthen the parent-led co-operative by growing centre whānau capability to take ownership of session leadership and centre responsibilities. - Create a positive, inclusive, relationship-based environment that supports learning and strengthens whānau connections which sustain long-term participation. - Ensure whānau have regular opportunities to participate in decision-making and that communication is timely, clear and culturally responsive. - Facilitate courageous conversations, following the complaints resolution policy and procedure including escalation pathways. - Ensure the centre meets regulatory requirements across curriculum standards. - Use assessment tools and frameworks provided to ensure continuous improvement. - Ensure child protection concerns are documented and escalated following the Playcentre Aotearoa Child Protection Policy and Procedure.
High-Quality, Whānau-Led Sessions	
Engagement and Growth	
Leadership Development	
Curriculum and Compliance	

	• Lead centre-level preparation for Education Review Office (ERO) visits. • Ensure curriculum is supported by documented and undocumented planning, assessment, and evaluation practices. • Lead centre-level preparation for Education Review Office (ERO) visits. • Ensure curriculum is supported by documented and undocumented planning, assessment, and evaluation practices.
Bi-cultural partnership	• 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	• All Playcentre employees have a 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	• 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	• 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	• 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.

Key Competencies	
Building relationships & Confidentiality	• Ability to establish trust and confidence of all working relationships and stakeholders. • Honest, respectful and open in delivery of communication. • Demonstrates high level of discretion, honesty and integrity
Communication with influence	• Earns respect through clear and competent communication regardless of the format. • Expressing possible solutions to problems and challenges that arise in the course of this role
Consultation & collaboration	• Provide reliable advice to support stakeholders (internal and external) while building trust and confidence • Draws on knowledge and expertise to provide relevant advice to stakeholders.
Delivering results	• 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	• Leadership skills. • Builds and maintains effective relationships, with a proven ability to engage confidently and constructively with a wide range of stakeholders. • Maintains professional behaviours and boundaries and exercises discretion as appropriate. • Motivated and results orientated. • Highly organised with excellent time management skills; able to plan effectively while remaining adaptable and flexible to changing priorities. • Displays a positive, solutions-focused approach with a proven commitment to delivering high-quality, centre-focused outcomes. • Has strong oral and written communication skills that support different audiences. • Knowledge of Early Childhood Education legislation and licensing requirements. • Proficient in use of Microsoft Suite and Technology. • Playcentre experience or knowledge is desirable. • Committed to Playcentre philosophy and values.