



A wānanga provided in section 162(4)(b)(iv) of the Education Act 1989, is characterised by “teaching and research that maintains, advances and disseminates knowledge and develops intellectual independence, and assists the application of knowledge regarding āhuatanga Māori (Māori tradition) according to tikanga Māori (Māori custom)”.

Tūranga <i>Position</i>	Puna (Centre) Manager	
Uepū / Wāhanga <i>Department</i>	Puna Whakatupu (Early Learning)	
Takiwā / Rohe <i>District</i>	National Office	
Wāhi Mahi <i>Location</i>		
Whakatau ki <i>Reports to</i>	Lead Puna Whakatupu	
Māka Pūtea <i>Salary Grade</i>	M3	
Māngai Pūtea <i>Financial Delegation</i>	Level 7	
Wā Roanga <i>Tenure</i>	Permanent	
Ngā Rōpu Whaihua <i>Functional Relationships</i>	<u>Internal</u> <ul style="list-style-type: none"> • Tamariki and whānau • All puna (ELC) kaimahi • TWoA kaimahi 	<u>External</u> <ul style="list-style-type: none"> • Community • Iwi / hapū • Stakeholders

Pūtake Tūranga - Role Purpose

The primary function of the Puna Manager is to fulfil all management responsibilities to ensure the quality and compliant operation of the puna as required by Te Wānanga o Aotearoa and stakeholders.

Key Performance Indicators	Success Factors
Programmes <ul style="list-style-type: none"> - Implement, monitor and oversee the delivery of quality care and education programmes - Monitor and contribute to the planning and implementation of curriculum delivery - Actively lead Kaimahi meetings to include program planning, evaluation and review 	<ul style="list-style-type: none"> - The puna meets all requirements of tamariki, whānau, kaimahi, management, and authorities - Progress is evidenced by assessment and learning outcomes of tamariki - Individual abilities, needs, and interests are catered for through curriculum delivery - Program plans and materials are prepared on time and meet the standard of TWoA and stakeholder expectations - Meetings are held regularly and incorporate programme planning, evaluation and review
<ul style="list-style-type: none"> - Monitor programme budget, fee collection and banking - Accurately maintain all data base information as required 	<ul style="list-style-type: none"> - Enrolments are maintained at a minimum level of 85% and the puna is operated within budget guidelines - All funds received are processed in a timely manner - All files, data and documentation are up to date and meet audit standards
<ul style="list-style-type: none"> - Recruit, manage and retain suitably qualified Kaimahi - Effectively lead and manage the team of kaimahi - Implement professional development plans - Supervise and mentor Kaimahi completing teacher registration and initial teacher education 	<ul style="list-style-type: none"> - Kaimahi levels meet MOE requirements at all times - High performing teams and positive relationships are maintained - Professional development programmes actioned - Kaimahi are supported to complete teacher registration
<ul style="list-style-type: none"> - Meet and maintain all compliance requirements of the Education (Early Childhood Services) Regulations 2008, Vulnerable Children Act 2014 and TWoA 	<ul style="list-style-type: none"> - All areas of the puna are legislatively compliant at all times - Kaimahi are trained in all regulations, policies, procedures and processes as required
Health and Safety <ul style="list-style-type: none"> - Comply with all health, safety and wellness policy and procedures - Recognise and address circumstances to prevent unhealthy or unsafe situations - Perform any manual duties in a safe and responsible manner - Report faults in accordance with policy - Process risk management forms and health and safety issues accordingly 	<ul style="list-style-type: none"> - Health, safety and wellness policies and procedures are adhered to and complied with - Risk minimisation assessment is completed and any identified mitigation action taken - Zero harm while carrying out duties and programme delivery meets all safety standards as outlined in policy and procedures - Faults are reported immediately to relevant personnel - Forms are completed that accurately reflect risks and health and safety issues

<p>Other Duties</p> <ul style="list-style-type: none"> - Operate within delegated authorities at all times - Undertake other duties as required by the employer provided the kaimahi has the required skills and qualifications - Undertake professional development as identified - Attend hui kaimahi as requested - From time-to-time all kaimahi are encouraged to engage in other activities outside their assigned duties, such as (but not limited to) setting up and attending powhiri, hosting visitors, recruitment drives and supporting other kaimahi in their roles 	<ul style="list-style-type: none"> - Delegated authorities are complied with at all times - Requests by the employer are undertaken - Professional development is undertaken as agreed - Hui are attended as required - Positive engagement in activities that contribute to the overall functionality and operation of Te Wānanga o Aotearoa
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The employee shall be required to exercise all their skills and knowledge in the achievement of the position objectives and to follow any current or future procedures and policies related to achieving the objectives.

The responsibilities and expectations outlined in this position description may alter as business needs change. In addition specific objectives and outcomes will be agreed to with the kaimahi's manager on an annual basis at performance review.

Person Specification:

<p><u>Qualifications and Experience</u></p>	<p>Qualifications:</p> <ul style="list-style-type: none"> • Diploma in Teaching OR • Bachelor of Teaching (Early Childhood Education) AND • Full teacher registration • Certificate in First Aid <p>Experience:</p> <ul style="list-style-type: none"> • Two to three years' management and administration • Two years Centre management <p>Āhuatanga Māori:</p> <ul style="list-style-type: none"> • Engages in cultural activities and has a sound understanding of āhuatanga Māori (values, culture and tikanga) • Able to greet and acknowledge people in te reo Māori and pronounce Māori words correctly • Understands and is an advocate for using Te Wānanga o Aotearoa values in the workplace
<p><u>Technical Skills</u></p> <p>Are the specialised skills and abilities required for a particular role</p>	<ul style="list-style-type: none"> • Good judgement and decision-making skills • Effective speaking – talking to others to convey information effectively • Effective writing – communicating effectively in writing as appropriate for the needs of the audience • Intermediate Microsoft office
<p><u>Behavioural Skills and Attributes</u></p> <p>Behavioural Competencies are the role specific behaviours and attitudes required by kaimahi (Kaimahi) to be successful in their roles</p>	<p>Approachability Makes others feel comfortable, welcomed and at ease should they need support, help or advice. Is perceived as helpful, genuine and amicable.</p> <p>Customer Focused Builds positive rapport with all external and internal customers. Is attentive and responsive to their needs and is proactive when finding solutions. Goes beyond expectations in providing exceptional support, advice or help. Represents Te Wānanga o Aotearoa in a positive light.</p> <p>Decision Making Makes quality decisions in a timely manner and under pressure.</p> <p>Dependability Responsible and accountable for actions, is dependable for meeting deadlines and follows through to get things done.</p> <p>Effective Leadership Leads positive work practices, models and practises tikanga and wairuatanga Māori to support Kaimahi members and create opportunities for others.</p> <p>Initiative Is proactive and looks at improving current systems and processes, looks at things in new and better ways.</p> <p>Law and Government Obtains, understands and applies job related legislation appropriately for individuals and the organisation.</p> <p>Planning Accurately determines the length and difficulty of tasks and projects; sets clear, realistic and measureable goals; sets priorities and time parameters to accomplish tasks and projects, anticipates road blocks and develops contingencies to redirect tasks so momentum is maintained.</p> <p>Problem Solving Uses a combination of logic, analysis, experience, wisdom and advanced methods to make sound and timely decisions, and to solve problems. Solves difficult problems and creates effective solutions.</p>

