Te Wānanga o Aotearoa

ACD

ARO TŪRANGA
Position Description

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 *Position*	**Team Lead**	
Wāhanga *Department*	**Puna Whakatupu** (Early Learning)	
Takiwā / Rohe District	**Apakura Te Kākano**	
Wāhi Mahi Location	**Te Awamutu**	
Whakatau ki *Reports to*	**Puna Manager**	
Māka Pūtea *Salary Grade*	Level 5	
Māngai Pūtea *Financial Delegation*	N/A	
Ngā Rōpu Whaihua *Functional Relationships*	Internal Tamariki and whānau All Puna kaimahi TWoA kaimahi	External Community Iwi / hapū Stakeholders

Pūtake Tūranga **-** *Role Purpose*
To fulfil all education and care responsibilities and support the puna manager to ensure the quality and compliant operation of the Early Learning Centres as required by Te Wānanga o Aotearoa and stakeholders

Key Performance Indicators	Success Factors
Provide leadership to, and deliver, quality care and education programmes	- Monitor and lead the team of kaimahi - Progress is evidenced by assessment and learning outcomes of tamariki and is consistent with TWoA and stakeholder expectations - Curriculum delivery caters for individual abilities, needs, and interests
Monitors and contributes to the planning and implementation of curriculum delivery	- Program plans and materials are prepared on time and to a high standard consistent with TWoA and stakeholder expectations - Actively leads staff meetings, program planning, evaluation, assessment and review
Mentoring kaimahi through performance reviews and teacher registration processes Participates in training and development	- Performance targets are set as mutually agreed at annual performance review - Performance targets are monitored and assessed - Training opportunities are recognised and implemented
Assist to meet and maintain all compliance requirements of the Education (Early Childhood Services) Regulations 2008 and TWoA	- Compliance maintained at all times - Kaimahi trained in all policies, procedures and processes as required.
Assist with the recruitment of suitably qualified staff for the puna	- Staffing levels meet MoE requirements at all times
Fulfil the role of puna manager if required	- Puna effectively managed during the absence of the puna manager
Health and Safety - 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 - Recognise and address circumstances to prevent unhealthy or unsafe situations - Report faults in accordance with policy	- Health, safety and wellness policies and procedures are adhered to and complied with - Zero harm while carrying out duties and no preventable harm to tamariki occurs from environmental conditions - Programme delivery meets all safety standards as outlined in the policy and procedures - Risk minimisation assessment is completed and any identified mitigation action taken - Faults are reported immediately to relevant personnel

- Process risk management forms and health and safety issues accordingly	- Forms are completed that accurately reflect risks and health and safety issues
Other Duties - 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 by the Puna manager - 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	- 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

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

Team Lead

Qualifications and Experience

Qualifications:

- Diploma in Teaching (Early Childhood Education); OR
- Bachelor of Education (Early Childhood Education) AND
- Provisional or full teacher registration

Experience:

- Centre management and administration

Āhuatanga Māori:

- Ability to converse in te reo Māori and pronounce Māori words correctly; and
- Motivated to partake in cultural activities (e.g. Pōwhiri/Karakia/Te Whāriki) and motivated to develop understandings of Māori values
- The ability to work in a bicultural or multicultural environment

Technical Skills Are the specialised skills and abilities required for a particular role	• 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 • Basic understanding of MSWord and Publisher	
Behavioural Competencies Behavioural Competencies are the role specific behaviours and attitudes required by kaimahi (staff) to be successful in their roles	Creating & Maintaining Quality Spaces **Approachability:** The ability to make others feel comfortable, welcomed and at ease should they need support, help or advice. Is perceived as helpful, genuine and amicable. **Customer Focused:** Building a positive rapport with all external and internal customers, being attentive and responsive to their needs, being proactive when finding solutions. Representing Te Wānanga o Aotearoa in a positive light. **Problem Sensitivity:** The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognising there is a problem and knowing who to turn to resolve the issue.	Leadership & Responsible Stewardship **Organising:** Can marshall resources (people, funding, material, and support) to get things done; **Time Management:** Uses his or her time effectively and efficiently; concentrates his or her efforts on the most important priorities. **Problem Solving:** Uses a combination of logic, analysis, experience, wisdom, and methods to make sound, timely decisions and to solve problems.
	Reciprocal Responsibilities **Building Trust:** Develops, maintains, and strengthens partnerships with others inside or outside the organisation who can provide information, assistance, and support. Identifies and communicates shared interests and goals. **Dependability:** Has a "can do" attitude and works well with others to follow through on completing tasks; navigates through networks and other resources to complete difficult tasks or projects; **Initiative:** Is proactive and looks at improving current systems and processes, looks at things in new and better ways.	Holistic Wellbeing **Cooperation:** Uses positive approach and style for effective team working; promotes team cooperation by valuing the opinions of others; acts to build positive cooperation within and across the department. **Team Work:** Ability to work collaboratively with a group of people, in order to achieve a goal. **Flexibility:** The ability and willingness to work effectively within a variety of situations, and with diverse individuals or groups.