

POSITION DESCRIPTION

Practice Lead - Education

Anglican Care Waiapu

OUR VISION Fulfilled Lives, Connected Communities

OUR PURPOSE Anglican Care Waiapu is the social services arm of the Anglican Diocese of Waiapu, partnering with our parishes and communities to nurture lasting transformation

OUR MISSION Living the gospel through loving service

VALUES The values that drive our organisational culture and behaviour:

Value	Behaviour
Vitality	We bring energy to our work, trying new things and embracing fresh thinking. We are committed to the wellbeing of our clients and our staff.
Integrity	We do what we say we will and hold ourselves accountable. We demonstrate courage in speaking up when we need to.
Compassion	We show kindness, patience, and a willingness to help others.
Respect	We show respect for the individuals we work with and for. We demonstrate humility in our relationships and reject prejudice. We believe everyone deserves a fair go.

Position: Practice Lead - Education

Location: Flexible base within Bay of Plenty, Tairāwhiti or Hawkes Bay

Date: July 2019

The Organisation:

Anglican Care Waiapu (ACW) is the social services arm of the Anglican Diocese of Waiapu. We have services in Bay of Plenty, Tairāwhiti, and Hawke's Bay. We support tamariki, whānau, and communities with our family, early childhood education, grief counselling services, and day centres for older people.

Coverage: This is a 2 -year fixed term part-time role 10-20hr per week covering all ECE Centres and Oscar programmes across the Waiapu Diocese area.

Position reports to: GM Programme Design and Evaluation

Responsible for: N/A

Other Relationships:

Internal	External
Chief Executive Officer Anglican Care Waiapu	Local Organizations
General Manager Operations	Ministry of Education
Centre Managers and staff	Regulatory bodies
General Manager People & Culture	Ministry of Social Development
Chief Financial Officer	Teaching Council
Health & Safety Advisor	Education Review Office
Human Resource Advisor	
Other Anglican Waiapu Staff	
Parish staff	
Family/Whanau	
Shared services team	

Job Purpose:

The Education Practice Lead will oversee the quality of Education and Teaching practice throughout the organisation. This role will ensure that practice is aligned with the strategic plan, mission and vision of ACW and meets professional standards. This is a pedagogical leadership role which promotes and supports ongoing professional learning and development and encourages teacher inquiry and collaboration. The key purpose is to support ACW and its Education services to be better placed to deliver the NZ curriculum so all children can experience success.

The following role accountabilities may evolve with organisational change, and there may be additional duties, relevant to this position that will be required to be performed from time to time.

The expected outcomes are provided as a guide for performance standards. An annual performance plan for this position and its objectives will be discussed and agreed upon between the position holder and their manager as part of the annual performance development review process.

PRINCIPLE ACCOUNTABILITIES	STANDARDS OF MEASURE/EXPECTATION
Education Practice Leadership	<ul style="list-style-type: none"> • Provide strong pedagogical leadership which underpins the operation of ACW ECE services and is aligned with the Te Whāriki framework. • Use experience and skills to design appropriate support to enhance teacher level of competence and empower excellence in practice. • Develop annual training plans for ECE Teams in consultation with ECE Centre Managers. • Provide General Managers with annual training plans and assist in setting training budgets. • Conduct internal training on specific areas of need where appropriate (e.g. curriculum development) and/or advise on external trainers to carry out training in identified areas. • Provide practice-related advice and support to ECE Centre Managers and General Managers, including issues of concern related to competence. Confidently challenge practice where there are identified issues and support managers to address practice issues. • Ensure the ACW CEO and General Managers are kept abreast of relevant research, events, legislative changes and other information related to the broader ECE environment. • Advise and support ECE Centre Managers to keep up to date with relevant research, events and legislative changes (as it relates to practice). • Work with Managers to ensure practice compliance and to embed new practice based on evidence. • Support the preparation for and attendance at ERO audits, where required, to provide support to ECE Centre Managers. • Conduct internal practice audits as agreed with General Manager (at least annually per service) to ensure the ECE services are meeting ACW quality standards, practice is safe, appropriate and of high quality, and the database is being used as per expected standards.

PRINCIPLE ACCOUNTABILITIES	STANDARDS OF MEASURE/EXPECTATION
	<p>Provide quality feedback to teams identifying strengths and areas for improvement.</p> <ul style="list-style-type: none"> • Support the recruitment of Education staff by providing advice to Centre Managers as required. • Maintain own knowledge on current research both in NZ and internationally. • Actively develop collaboration between centres, supporting teacher inquiry, and developing the mechanisms to share learning or expertise. E.g. An ACW Community of Learning • Work with Centre Managers to ensure consistent application of Storypark, APT and other electronic databases across the ACW ECE Centre's. • Manage the relationship with APT & Storypark. • Take responsibility for overall database-wide amendments and quality measures, in consultation with ECE Centre Managers and the GM Programme Design and Evaluation. • Provide a link between ACW and the Ministry of Education to ensure sector changes are communicated quickly, and tools provided by MOE are promptly available, applied and understood by ACW ECE Managers. • Advocate for ACW to MOE for development opportunities and contribute to any organisational proposals for service development. • Identify development opportunities in ECE delivery and for ACW to be recognised as leading edge in the services we provide. • Ensure systematic and consistent use of agreed Education forms and maintaining a single repository of templates for use within ACW.
Other	<ul style="list-style-type: none"> • A safety-first culture is actively promoted and demonstrated at all levels. • Health and safety procedures are adhered to, and the Health and Safety in Employment Act complied with. • All duties and behaviour are conducted in line with Anglican Care Waiapu Policies and Procedures. • Flexibility and willingness to perform a variety of tasks are demonstrated. • Assist other team members within Anglican Care Waiapu wherever practical to achieve organisational objectives. • Other duties that arise from time to time performed as required.

QUALIFICATION, SKILLS, KNOWLEDGE & ATTRIBUTES REQUIRED

- To be a New Zealand qualified registered ECE teacher with experience at a senior level holding a current practice certificate.
- Sound knowledge of current early childhood teaching practice and the New Zealand Curriculum, Te Whāriki
- Knowledge of current best practice relating to internal evaluation, planning and evaluation, supporting registration requirements for teachers, teacher appraisal and ECE environments

- Have a well-developed understanding of the cultural context of learning needs with a focus on supporting educational outcomes for priority learners
- An awareness of the Oscar standards and what quality looks like in Oscar provision.
- Experienced in assessing teachers' competence and developing techniques and procedures to build teachers' competence and skills.
- Experience in working with a range of stakeholders across the education sector.
- Excellent written and oral communication skills
- Stakeholder management and client relationship skills
- Excellent relationship & team building skills
- Proactive self-starter
- Effective planning ability
- High level of Emotional Intelligence

PERSONAL ATTRIBUTES

Leadership

- Set a direction and define a clear vision for the long-term future
- Translates the vision into action plans
- Keeps the vision alive
- Committed to own development - Undertaking or willing to undertake study at Master Level or beyond
- Gets people on board – communicate the vision and plans in a way that generates excitement, enthusiasm and commitment
- Walks the talk – lives the Anglican Care Waiapu values and delivers on commitments
- Develops links and networks with relevant groups to develop best practice

Service Focus

- Identifies and understands the needs of internal customers and our service communities
- Gives priority to satisfying those needs
- Balances the needs of others with the business need for cost-effectiveness

Drive for Results

- Seeks opportunities, takes calculated risks and acts on decisions made
- Challenges current ways of thinking in a constant search for improvement
- Initiates changes in priority, effectively and positively
- Juggles a number of activities and continues to remain effective

Working with People

- High level of personal competence; self-awareness and self-regulation
- High level of social competence; empathy for others and social skills
- Communicates ideas and facts honestly, clearly and confidently
- Builds proactive relationships throughout the region and Anglican Care Waiapu
- Works effectively in teams – valuing individual differences
- Is aware of the historical significance of the Treaty of Waitangi, and shows understanding of its contemporary application.
- Readily shares information with others

Planning and Organisation

- Translates strategy into practical action plans – has a bias for action and getting things done
- Oversees and maintains existing systems and processes effectively
- Identifies and manages time and resources to effectively deliver plans and overall strategy

- Sets goals and monitors to meet agreed deadlines

Analytical Thinking

- Understands and analyses both simple and complex issues
- Appreciates the wider impact of issues on the immediate business environment
- Generates alternative approaches to problems
- Assimilates data and explores options from different perspectives to make effective judgments
- Reaches objective conclusions about both people and situations

Date Effective: _____

This job description may be required to be changed from time to time by Management as the requirements of the organisation changes. The employee agrees that the contents of their job description may be amended, added to, or varied from time to time by the employer, after consultation with the employee.

Declaration:

Signed: _____
(Employee)

Date: _____

Signed: _____
(Employer - {Enter Name and Title})

Date: _____