

POSITION DESCRIPTION

Position: Centre Manager	Agreed between:	
Employee:		
Reports to:	(signature of employee)	(date)
Manager:		
Location:	(signature of manager)	(date)

WHAT WE STAND FOR



MAIN PURPOSE

Provide effective leadership; encouraging and supporting all staff to achieve the set objectives, goals and behaviours necessary for centre success across all performance criteria.

To take direct accountability for centre performance, including; financial, educational, compliance, team leadership, staff management, family/whānau/parent relationships and administration.

KEY TASKS & EXPECTED RESULTS

Key Responsibilities	Expected Outcomes
Inspiring Educational Leadership	<ul style="list-style-type: none"> Be always an advocate for tamariki ensuring equitable outcomes that demonstrate the Code and Standards of the Teaching Profession and curriculum framework Te Whāriki. Ensure teachers work in-depth with the goals and learning outcomes of Te Whāriki and adhere to the code and the standards. Ensure culturally responsive practices using the principles of Te Tiriti o Waitangī as the foundation. Ensure teachers are focused on individual ILP's for all learners, capturing learning outcomes, whanau voice and evaluating consistent with the Te Whariki curriculum. With the team, review practice and regulations using internal evaluation cycle for improvement and innovation. That the 16 areas of play are clearly visible and provide equitable learning environments for all learners.

	<ul style="list-style-type: none"> • Maintain a responsive focus on equitable opportunities for priority learners. • Ensure that teaching and learning is clearly visible within the centre environment, resources and equipment, are age and culture appropriate and encourage learning and development and 1+1 conversations are regularly enacted. • Maintain the centre as a welcoming and well-presented place for current and prospective children and parents. • Ensure centre practices meet BestStart requirements at all times and regulatory compliance is met and be responsive if not to develop and implement solutions to meet 100% compliance. • Be instrumental in developing and implementing a local curriculum in collaboration with your team / whanau / community and for it to be visible within the centre environment and teacher practice and documentation. • Analyse and respond to Resonate parent feedback in a timely manner to strengthen and sustain whanau relationships and ensure all communication with family/whanau is respectful and responsive. • Ensure there are opportunities to meet/engage with parents/whanau to gather their contributions to their child's learning, care and centre environment. • Encourage innovative ideas within your centre environment.
Leadership	<ul style="list-style-type: none"> • Be a high impact leader, you will lead in enacting BestStart's Vision, "What we Stand for" Values and strategic goals. You will translate them in a meaningful way for your teams and peer group. • Grow your leadership and practice through a commitment to ongoing learning utilising the leadership capabilities framework and being engaged in your own Professional Growth Cycle. • Have a strong focus on talent development, implementing centre succession plans and identifying development plans to grow potential leaders. • Actively collaborate and work with your Area Managers to build and sustain professional relationships across the hub of centres of which you are a member. • Create, inspire and support engaging and welcoming environments for your team, Tamariki, families/whanau and community. • Ensure 1-on-1s are held regularly with all staff and that robust conversations around PGC are conducted, identifying areas of growth and recommending appropriate professional learning and development. • Be responsive to Voice of Employee trends for continuous improvement. • Maintain centre employee retention within BestStart national trends. • All recruitment procedures are completed adhering to the safety checking procedure and HR processes. • New staff are supported with a strong Best-Start induction programme. • Identify poor conduct or performance and seek necessary support from AM /HR to provide support and systems to enable performance improvement to meet the expectations of the Code and Standards. • Meet regularly with the Centre Administrator to ensure all tasks are completed accurately and timely as per the Admin Job Description.

Operational Excellence	<ul style="list-style-type: none">• Meet your centre KPIs as agreed with your Area Manager ensuring your centre is financially sustainable, meeting operational budgeted outcomes/targets including occupancy, wages, additional hours.• Meet key responsibilities by aiming for continuous improvement and operational excellence utilising BestStart Tools – EC3C & Licensing criteria, SPA audit, QEC Pae Tata, Annual Management Calendar, Policy review schedule and bi-cultural approach to assessment.• Ensure that the end-to-end customer experience is positive.• Child Protection and Positive Guidance policies are adhered to.• Resolve all incidents/concerns in a professional, timely and responsive manner and notify the AM/RM of any significant incidents and engage in round table if required.• Ensure that health and safety requirements are implemented and adhered to inclusive of staff wellbeing and property maintenance that poses a safety risk to children or staff. Understand and meet any legally binding health and safety regulations relevant to the workplace.• Accurately manage and plan staff rosters.• Work alongside your AM to set upcoming annual financial objectives.• Approval to spend within allocated monthly operating budget.
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