

Professional Leader

Job Description and Person Specification

The Professional Leader is based in our Association Head Office and will work in collaboration with Professional Leaders, Pouhere Ako Māori and the Learning Support Leader as a member of the Education Team. The Team’s role collectively, is to build capability across the Association to ensure excellence in teaching and learning. The Professional Leader will work directly with teaching teams spending time in services to observe, give feedback and enhance pedagogical leadership and teaching practice across the curriculum. You will build and maintain strong professional relationships between your teams and the Association to contribute to the achievement of the organisation’s strategic goals.

Reports to: Chief Executive

Responsible to: Education Team Members

Direct reports: Head Teachers from portfolio services

Functional Relationships with: Education Team Members

 Head Office personnel

Teaching teams

 Parents, whānau and caregivers

 Relevant local community organisations and government agencies

Travel: Regular travel may be required.

The individual will have highly developed interpersonal skills and proficiency in all areas of early childhood education. A tertiary qualification in early childhood education is essential, as is experience of being a highly effective communicator in an adult environment.

Required Knowledge and Experience

* Knowledge and understanding of the principles of Te Tiriti o Waitangi and tikanga o Te Ao Māori and how this relates to the early childhood education curriculum Te Whāriki.
* A strong socio-cultural philosophy and a broad understanding of the cultural, social, economic and environmental context within which children and their whānau and communities live.
* Knowledge of current, innovative and effective teaching and professional practice and how this is reflected in an early childhood education setting.
* Experience working with adults as learners.

Key Responsibilities

**Professional Leadership**

The primary focus in this area will be to lead on-going improvement in the delivery of early child education within an allocated group (portfolio) of services. Specifically, this will include:

* Ensuring that each service is developing and implementing practices that reflect te ao Māori and uphold the principles inherent in Te Tiriti O Waitangi
* Undertaking performance management to ensure we continue to develop staff in line with the Teaching Council’s ‘Our Standards, Our Code’
* Ensuring each service is adopting and implementing current and effective approaches to teaching practice and learning
* Ensuring each service is adopting and implementing current and effective leadership and management practices
* Assisting each service to develop the vision and innovation required to deliver excellence in teaching and learning into the future
* Inspiring, motivating and supporting teachers to continually improve the quality of teaching and learning
* Establishing and leading an effective process of review that facilitates on-going improvement for the Association and its services
* Demonstrating own commitment to on-going pedagogical learning
* Displaying ethical and responsible behaviour

**Strategic Leadership**

The primary focus in this area will be the identification, growth and development of our teachers’ skills, knowledge and dispositions to contribute to the delivery of the Association strategic vision and goals. Specifically, this will include:

* Ensuring teachers are aware of, committed to and supported in meeting the changing environment within which the Association delivers its services
* Contributing to the identification and development of teachers and head teachers to provide high quality early childhood education that meets the Association strategic vision and goals
* Facilitating input to the strategic direction of the Association from teaching teams and other interested parties or groups

**Professional Relationships**

The primary focus in this area is to establish and manage the relationships that are instrumental in delivering quality early childhood education. Specifically, this includes:

* Demonstrating effective collaboration as a member of the Education Team
* Ensuring that there is a cooperative and constructive relationship between services and the Association
* Communicating effectively in writing, orally, and interpersonally
* Ensuring that relationships which are appropriate and beneficial to the Association are built within and between the education sector and the wider community
* Managing conflict effectively and working actively to achieve resolutions that are consistent with Association expectations

**Operations and Management**

The primary focus in this area is to manage the delivery of high quality early childhood education for a portfolio of services. Specifically, this will include:

* Ensuring the Association performance management policies, procedures and practices are being effectively applied to maintain and improve teacher effectiveness
* Ensuring relevant legislative requirements, monitoring and reporting requirements are being met
* Managing and controlling the use of available financial resources and assets to effectively and efficiently support Association operations
* Contributing to the appointment, management and development of quality teaching staff to ensure the delivery of quality early childhood education

Person specification

In addition to demonstrating that they meet the Professional Standards required by the Teaching Council, the Professional Leader will be expected to demonstrate the following:

Leading others

* + **Managing Performance:** The ability to take responsibility for one's own performance and that of others when appropriate. This includes setting clear goals and expectations, tracking progress against the goals, providing feedback, and addressing performance problems and issues promptly.
	+ **Establishing Focus:** The ability to develop and communicate goals in support of the Association’s strategic goals.
	+ **Providing Motivational Support:** The ability to gain the commitment of others to their work.
	+ **Fostering Teamwork:** As a team member, the ability to work collaboratively with others on a team. As a leader, the ability to demonstrate interest, skill and success in getting groups to work together.
	+ **Managing Change:** The ability to demonstrate support for innovation and for change needed to improve effectiveness including the ability to respond creatively to the current complexities of the early childhood education and wider education sectors.
	+ **Developing Others:** The ability to build capability and capacity in others.

Communication and influencing others

* + **Persuasive Communication:** The ability to plan and deliver oral and written communications that make an impact and persuade their intended audiences.
	+ **Influencing Others:** The ability to gain the support of others for ideas, proposals, projects, and solutions.
	+ **Building Collaborative Relationships:** The ability to develop, maintain, and strengthen partnerships with relevant others inside or outside the Association.

Preventing and solving problems

* **Analytical Thinking:** The ability to identify and gather information to address issues using a logical and systematic approach.
* **Forward Thinking:** The ability to anticipate the implications and consequences of situations and take appropriate action.
* **Strategic Thinking:** The ability to contribute to the analysis of the Association’s competitive advantage within the early childhood sector.
* **Technical Expertise:** A depth of knowledge and skill in early childhood teaching and learning.

Achieving results

* **Initiative:** Identifying what needs to be done and taking appropriate action.
* **Results Orientation:** Set challenging goals, focus effort on identified outcomes, and meet or exceed them.
* **Drive to completion:** Following up with others to ensure that agreements and commitments have been fulfilled.
* **Decisiveness:** The ability to make decisions in a timely manner.

Self-management

* **Self Confidence:** Showing maturity in one’s own practice and judgment.
* **Stress Management:** The ability to function effectively when pressure.
* **Personal Credibility:** Responsible, reliable, trustworthy with a high level of integrity.
* **Flexibility:** Openness to different and new ways of doing things, showing a willingness to modify one's own approach.
* **Continual improvement:** Demonstrated commitment to personal ongoing professional learning and development.

Experience and qualifications

**Teaching experience**

* Successful teaching experience in kindergartens and/or early childhood services

**Other experience and requirements**

* Proven management and leadership experience
* Knowledge and commitment to te reo and te ao Māori
* Own car and current driver’s licence essential

**Qualifications**

* Tertiary (degree) qualification relevant to the role and education sector
* Full certification and current practicing certificate with the Teaching Council of Aotearoa New Zealand
* Higher tertiary qualifications desirable