

JOB DESCRIPTION

Title	Early Childhood Education Manager
Based at	Pūmanawa Early Learning Centres, Papa Hou & Bishopdale
Reports to	Chief Operations Officer
Direct reports	Pūmanawa ELC Papa Hou Assistant Manager Pūmanawa ELC Bishopdale Assistant Manager Administrator ELC
Works with (internal)	All ELC staff including non-teaching, relief, students & volunteers Senior management team at The Kind Foundation Accounts staff Children, parents/caregivers and whānau
Works with (external)	Ministry of Education Education Review Office Ministry of Social Development (WINZ) Professional Agencies Suppliers Adjacent primary schools Other ECE providers Visitors to the Centres
Objective	Making a positive difference every day
Job Purpose	To provide leadership and oversight to all matters pertaining to the successful operation of our early learning centres as a key area of The Kind Foundation - delivering on our mission, purpose and values. Specifically, this includes ensuring our Centres are child-centred, reflective of our family and community values, nurturing and welcoming, maximizing enrolment levels by being responsive to community, delivering the Te Whaariki curriculum effectively, and achieving financial viability.

Key Outcomes

Child-centric and Vibrant

- All children and staff in the centres are safe, happy and learning.
- Oversee the day-to-day management of the activities in the centres.
- Provide mentoring and coaching of the teaching team to ensure a child-centric, nurturing and learning-focused culture.
- Lead and engage in warm, consistent and professional relationships between staff and children, staff and parents/whanau, and staff and primary schools.
- Ensure transitions (into, within, and out of the centre) are well supported, planned, and communicated.
- Promote and model positive guidance strategies aligned with centre philosophy and Te Whāriki.
- The centres are responsive to Māori and uphold culturally sustaining practices.
- The centres are inclusive of all cultures and support the diverse needs of children and whānau.

Learning Focused Culture

- Oversee and monitor curriculum planning and ensure children have experiences that aligns with where they are at according to learning needs assessments.
- Promote reflective practice, inquiry-based teaching, and continuous improvement of pedagogy.
- Ensure assessment, planning, and evaluation are of high quality, consistent, and meet regulatory expectations.
- Support kaiako to deliver a curriculum that nurtures the wellbeing of mind and body.

Professional Leadership

- Nurture the strengths of the whole team to achieve both individual and team goals.
- Ensure communication both internally and externally is of a consistently high standard and meet the expectations of parents/caregivers and other stakeholders.
- Monitor occupancy levels and take proactive steps to ensure the ELCs have strong rolls and holds waitlists.
- Enable ELC staff to be adaptable and effectively meet the changing needs of children and their whanau.
- Demonstrate ethical and child-centred practice at all times.
- Work collaboratively with other Kind Foundation staff to achieve broader community and organisational goals.
- Resolve issues in a timely and responsive manner – be they related to internal operations or customer feedback.
- Lead staff communication mechanisms (meetings, written updates etc) to promote collegial dialogue, advancement and decision making which is transparent and in line with both core values and centre goals.
- Provide ongoing supervision and performance development conversations with kaiako.
- Foster a positive, supportive, and inclusive team culture across both centres.
- Ensure staff wellbeing is supported and proactively monitored.

Compliance

- Ensure the ELCs are operating to relevant legislative standards and the expectations of the MoE and Education Review Office, and keep updated with changes to regulatory requirements.
- Ensure the health and safety obligations of The Kind Foundation are maintained at all times, and compliance requirements are met.
- Work professionally and collaboratively with other Kind Foundation staff relating to organisational issues and those relating to the shared aspects at both facilities.
- Ensure all mandatory records (enrolments, accidents/incidents, health records, safety checks, etc.) are current and meet legislative requirements.
- Oversee staff practising certificates, qualifications, and police vetting requirements.

Strategic Management

- Develop and manage an annual budget in consultation with executive management.
- Proactively and strategically problem-solve to address changes to the financial viability that occur due to unforeseen events, changes to legislation, competition etc.
- Recruit, vet and appoint the teaching team in consultation with executive management.
- Manage the performance of the teaching team with support from executive management.
- Proactively manage marketing and promotion to recruit new students to maximise occupancy.
- Manage the funding mechanisms to ensure maximum income.
- Set parent fee rates and structures in consultation with executive management.
- Ensure administrative (accounts/payroll/planning) tasks are completed to relevant Kind Foundation deadlines.
- Oversee general office tasks, including filing, data entry, and document preparation.
- Support long-term strategic planning for both centres, aligning with The Kind Foundation's wider organisational goals.

Qualifications and Experience

- Diploma or Degree in Early Childhood Education
- Proven leadership / management experience of an early learning centre.
- Strong understanding of Te Whāriki, ECE regulations, licensing criteria, and funding.

Ideal Attributes

- Strong leadership and managerial skills that enable teamwork and productivity
- Experience developing and leading teachers at all stages of their learning journey
- Financial management skills.
- An ability to see the big picture, while maintaining an eye for detail
- Flexibility, adaptability and initiative.
- Outstanding abilities in building relationships
- Skilled reflection abilities
- Excellent communication skills, both written and verbal.
- Proficiency in Word, Excel, and database software (or similar).

- Ability to work within the principles of the Treaty of Waitangi and The Kind Foundation core values.
- High emotional intelligence with the ability to manage change positively.
- Strong organisational and time-management abilities.

Other requirements

- Legal right to work in New Zealand
- Clean Police Record
- Hold (or be willing to obtain) a current First Aid certificate.

The Kind Foundation Statement on Child Protection

The Kind Foundation is committed to providing a Child Safe environment for all children who come into contact with The Kind Foundation.

The Kind Foundation Statement on Career Development

The Kind Foundation tries wherever possible to allow staff to develop their skills in a planned way which allows them to progress to other roles if they aspire to.

Performance reviews which include planning personal development occur at least once a year, but should be an ongoing conversation between staff and their direct report.

Employee Signed: _____ Date: _____

Employee to please initial each page

Signed for The Kind Foundation: _____ Date: _____