



Kindergarten

**Dunedin Rudolf Steiner**

Learning with head, heart and hands

### **Job Description – Kindergarten Manager**

<b>Reports to:</b>	Proprietors Trust
<b>Working relationships:</b>	Management Team Kindergarten Staff
<b>Hours:</b>	35.5 hours per week

#### **Purpose of the position**

The Kindergarten Manager is the operational and pedagogical leader of the special character Steiner Kindergarten. The role also works closely in the whole school management team to give effect to strategies for the wider kindergarten/school community. The manager works alongside the other teachers, delegating management tasks according to staff skills and availability. The teachers work in a collaborative management structure where responsibilities are shared and decisions are reached through consensus.

The Manager role will start with a significant amount of teaching time within the kindergarten (for example 5 mornings). When kindergarten enrolments increase as planned in the strategy for growth and there is therefore financial capacity, the post-holder will spend less time teaching and more time on management.

This role is for a 47 week working year, 5 weeks of holiday and includes working with children in kindergarten in some of the Primary School holidays.

#### **Key Tasks**

##### **Strategic planning**

- Actively engage in formulating the long-term strategic plans for kindergarten and playgroup in consultation with governing body, staff and whānau, including how such plans will be resourced. This includes plans for growth of the kindergarten and relocation to new buildings on the school campus as part of the strategic growth of the whole school and kindergarten.

##### **Operational Management**

- Responsible for the operational management of kindergarten and playgroup with the provision of quality early childhood education and care, within the Steiner special character as specified in the Steiner “Essentials” document

- Ensure the kindergarten is managed effectively in accordance with its policies and all legislative requirements
- Effective management of staff and other resources
- Work in the wider school management team on operational management of school, kindergarten, including property management, college work, whole school marketing and open days
- Provide regular reports to the governing body on the kindergarten and playgroup

### **Oversight of teaching and learning**

- Work alongside teachers to ensure high quality teaching and learning, that is evaluated and reviewed
- Ensure that staff are all supported by effective appraisal/ development, professional growth cycles etc

### **Community building**

- Manage the marketing of the kindergarten with a view to increasing enrolments
- Manage the expression of interest list in line with strategic plans for the kindergarten and school
- Ensure the kindergarten offers special character introductions for parents, open mornings
- Arrange Parent evenings, festivals and other events
- Liaison with other agencies and related organisations (MoE, Aurora Tamariki etc)

### **Compliance with licensing criteria, legislation etc**

- Ensure compliance with Licensing Criteria and relevant legislation
- Maintaining policies and procedures that are up to date and fit for purpose
- Maintaining a system to ensure best practices for health and safety at the kindergarten

### **Finance**

- Participate in the formulation of annual budget and then ongoing review of spend against annual budget
- Ensure the staff roster is effective for the number and needs of children, in accordance with the staffing strategy and within budget.
- Authorise expenditure, including payroll.

### **Personnel**

- Maintain appropriate employment practices ensuring employment contracts are in place for staff and safety checking is completed
- Recruit staff to meet our staffing strategy and arrange relievers
- Ensure that Professional development is provided to meet strategy

### **Property**

- Ensure that property and equipment matters are managed appropriately

### **General**

- Any other duties as reasonably required.

### **Person specification**

The postholder must be committed to upholding the Steiner special character and will be an ECE qualified teacher with management capability and strong interpersonal and communication skills. Ideally the person will have worked in a Steiner ECE. The postholder will commit to undertake relevant special character professional development.

### **Declaration:**

Approved by:	<i>Signature of the person with the authority to approve the job description</i>
Date approved:	<i>Date upon which the job description was approved</i>
Reviewed:	<i>Date when the job description was last reviewed</i>
Appointee:	<i>Signature of the appointee</i>
Date appointed:	<i>Date upon which the appointee has been offered the position</i>