POSITION DESCRIPTION

Role Title: Pedagogy and Quality Assurance Adviser
Business Group: Barnardos Early Learning
Reports to: National Manager Pedagogy and Quality Assurance
Salary Band: Education Band H

Barnardos is New Zealand’s leading children’s charity, doing more for Kiwi kids. Every year our services and people make a real and positive difference in the lives of thousands of children, young people and their families.

Our vision / moemoeā
An Aotearoa New Zealand where every child shines bright.

Our mission/kaupapa
Be the voice and greatest fan of the next generation
Shape brighter futures via early education and targeted social services
Create insightful ways to empower tamariki/children to shine bright

Our Guiding Principles
Kotahitanga – Unity
Māiatanga – Realise Potential
Mahi tōtika – Do the Right Things Well
Ata Whakarongo – Hear with Intent
Kaikōkiritanga – Progress with Purpose

Barnardos is committed to the Treaty of Waitangi as a founding document of New Zealand.

Purpose of the role:
The purpose of the role is to contribute to the mahi of the Pedagogy and Quality Assurance team, in delivering professional pedagogical advice and support to Barnardos Early Learning (BEL) staff to promote positive learning outcomes for tamariki, and to support implementation of consistent, high quality practice standards across BEL services.

Purpose of the Business Group:
Barnardos Early Learning’s philosophy is to create strong foundations for the future. This is done through providing high quality education and care which meets the individual needs of the children and their families.

BEL operates services that are customer centric, consistent and result in delivering a high quality learning experience.
Key Result Areas

Leadership Outcome: Support a team of engaged and inspirational leaders throughout Barnardos Early Learning

Key responsibilities include:

- Understanding the implications of Aotearoa New Zealand’s changing cultural, social and economic context, and advocate for responsive policies and practices
- Advocating for children, families and whānau
- Supporting whakawhanaungatanga
- Providing support, mentoring and coaching for pedagogical leaders and practice discussion with service professional leaders at each service visit
- Leading the teacher certification programme, including induction and mentoring for provisionally certificated teachers and support for mentor teachers
- Supporting teachers to meet practising teacher criteria and provisionally certificated teachers to gain full certification within three years
- Reviewing at least four policies per year

Practice Standards Outcome: All Barnardos Early Learning services provide high quality programmes that promote positive learning outcomes for tamariki

- Taking responsibility for promoting excellence in early learning leadership and the articulation and documentation of current pedagogical theories and operational practices
- Championing current high quality pedagogical practices, including children’s learning environments, curriculum planning, assessment and evaluation
- Facilitating at least one professional development session per month for BEL staff - including Maori perspectives, tikanga and kawa from Te Whare Barnardos
- Completing and updating data and reports following internal Quality Evaluation Audits (QEAs) and Educational Review Office (ERO) reviews, ensuring that:
  - Services in ongoing support category are visited once per quarter
  - Services in frequent support category are visited twice per quarter
  - Services in intensive support category are visited 4 times per quarter
Key responsibilities include:

- Ensuring that service visits promote the pou and principles of Ngā Pou e Whā
- Communicating/reporting within a fortnight after service meetings/audits
- Promoting and supporting effective ongoing internal evaluation/self-review to support positive learning outcomes for ākonga
- Supporting services with the ERO reviews, as agreed with management
- Supporting services with Ministry of Education licensing
- Supporting Regional Managers and Centre Managers with the recruitment of teachers and staff

Relationships Outcome:
Represent the Pedagogy and Quality Assurance Team and Barnardos Early Learning to ensure credibility and visibility, both internally and externally

Key responsibilities include:

- Ensuring professional and productive relationships with leaders and management teams to enable the best outcomes for tamariki
- Providing early childhood advice and support to Barnardos Corporate Services and Child And Family Services, as required
- Representing Barnardos externally, as required
- Working in collaboration with relevant national agencies, iwi and community groups

Ngā Pou e Whā (Māori Strategy)

Outcome:
Ensure all relationships are built with consideration of the Barnardos values, core principles and Ngā Pou e Whā (Māori Strategy)

Key responsibilities include:

- Playing a leadership role in ensuring all employees engage in Barnardos values, Ngā Pou e Whā (Māori Strategy) and strategic plan
- Playing a proactive role in ensuring the organisation’s practices are culturally safe and inclusive
- Acquiring a sound understanding of the principles of Ngā Pou e Whā and Te Tiriti o Waitangi, and apply them to everyday practice

Health, Safety and Environment
Outcome: A safe and healthy working environment is maintained at all times
Key responsibilities include:

- Taking individual responsibility for Health and Safety practices
- Complying with occupational health and safety legislation and regulations
- Being familiar with and observe all safe work policies, procedures and instructions
- Promoting and participating in health and safety, maintaining a safe workplace, and ensuring that all equipment is used correctly at all times
- Taking responsibility for own health and safety and ensure no action or inaction on your part harms others in the workplace

Projects or Other Duties

Outcome: Perform other duties which may reasonably be required which fit the role's purpose, and for which the position holder is qualified or has received adequate training or instruction

Key responsibilities include:

- Participating in working parties, committees or project teams, as required
- Supporting colleagues during periods of peak work activity and/or times of absence

Key Relationships

All Barnardos employees have a responsibility for developing and maintaining excellent relationships. In this role, the key relationships to be developed are as follows:

<table>
<thead>
<tr>
<th>Within Barnardos NZ</th>
<th>Outside Barnardos NZ</th>
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<tbody>
<tr>
<td>National Manager Pedagogy and Quality Assurance</td>
<td>Ministry of Education</td>
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<tr>
<td>Pedagogy and Quality Assurance Advisors</td>
<td>National and regional ECE organisations</td>
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<td>National Operations Managers - ELCs and Home Based</td>
<td>Educational Council</td>
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<tr>
<td>Regional Managers - ELCs and Home Based</td>
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<td>ELC Centre Managers and Head Teachers</td>
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<td>Manager Business Development</td>
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<td>Team Leader Business Support</td>
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<td>People &amp; Capability Advisors</td>
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Person Specification

Qualifications

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<tr>
<th>Essential</th>
<th>Desirable</th>
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Kia eke ai te hunga taitamariki
ki ngā rangi tūhāhā

Advisor| DRAFT Pedagogy and Quality Assurance Advisor PO - Oct 2018.docx
| Early childhood teaching qualification recognised by the Education Council of Aotearoa New Zealand | Relevant postgraduate qualification |
| Education Council full practising certificate | Current first aid certificate |
| Current unrestricted drivers licence |

**Knowledge, Skills and Experience**

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<tr>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>Extensive (5 years plus) practice experience in the early childhood education and care sector</td>
<td>Experience in mentoring, coaching and advising</td>
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<td>Proven commitment to achieving and maintaining quality standards in early childhood education to achieve positive learning outcomes for tamariki</td>
<td>Facilitation experience</td>
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<td>Demonstrated commitment to ongoing personal professional learning and development</td>
<td>Proven ability to create and maintain an environment that supports individuals to choices and take responsibility for their actions</td>
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<td>Proven ability to develop and maintain reciprocal relationships with internal and external stakeholders</td>
<td>Proven ability to adapt approach and plans to fit with changing conditions, responsibilities and people</td>
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<td>Understanding of Te Ao Māori, Te Tiriti o Waitangi and the dual heritage of Aotearoa, and responsive to the needs and perspectives of Māori in a culturally appropriate manner</td>
<td>Experience in utilising different strategies to influence and gain the support of stakeholders</td>
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<td>Knowledge of relevant theories and practices in early childhood education</td>
<td>Experience representing an organisation at regional and national level</td>
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<td>Understanding of early childhood education legislation and Ministry of Education policies and procedures and their application</td>
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**Vulnerable Children Act 2014**
This role is a Non-Core Children’s Worker under the Vulnerable Children Act 2014

**Delegations and Authority**

**Human Resources**
- Has significant involvement in training/guiding staff within the organisation or manages large and complex projects, but without line management responsibility

**Financial – Budgetary and Expenditure Limits**
- No authority to commit to expenditure
- Purchase Orders
- No authority to approve or issue purchase orders
- **Purchase Card (Fraedom Card)**
  - Monthly limit of $1000 and per transaction limit of $500

**Correspondence**
- Authority to sign external correspondence

**Authorisation of Position Description**
Positions in Barnardos may change over time as the organisation evolves and priorities change. The key responsibilities for this position may change as the job evolves to ensure that Barnardos is able to adapt and respond to changes in the business environment. Any significant changes would be discussed between the jobholder and their manager. All significant changes will be approved by the relevant Executive Leadership Team (ELT) member.

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<tr>
<th>Date Created:</th>
<th>Date last updated:</th>
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<tr>
<td>Authorised by:</td>
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