



# St Margaret's College

Balanced foundations, bright futures.

## Position Description

<b>Position</b>	Director of Pre-school
<b>Location</b>	Christchurch
<b>Employee Name</b>	
<b>Reports to</b>	Executive Principal
<b>Revision Date</b>	July 2021

### SCHOOL INFORMATION

#### **Our Vision**

St Margaret's College offers a unique education for girls from Year 0 through to Year 13 for boarding and day girls. We have a dual pathway with NCEA and the International Baccalaureate Diploma programme and a strong emphasis on wellbeing and pastoral care as well as academic success. With a commitment to holistic education, balancing academic excellence with a multitude of co-curricular opportunities, St Margaret's College encourages students and staff to discover their passions and be the very best they can be.

A St Margaret's College education is founded on Anglican values with a focus on service and wellbeing and offered within a modern school environment promoting diversity, innovation, and sustainability. Each student is set up for success, joining a global alumni network of wāhine toa with the courage to embrace change, the confidence to lead, the desire to learn, and the drive to make a positive impact on the world.

#### **Functional working relationships with:**

Head of Junior School  
Admissions/Enrolments  
General Manager  
Financial Controller and Finance Office staff  
Director of Community Relations  
Catering Manager  
ICT Manager  
Property Manager

#### **Direct Reports**

Pre-school teachers  
Pre-school teacher support assistant

### Primary Objectives

- The professional leadership and day to day operational management of the Pre-school ensuring a community culture where all stake holders are valued as part of the St Margaret's College family.
- To work within the Strategic Educational Priorities of the College in leading the academic, pastoral programmes of the Pre-school, ensuring the achievement and well-being of students and staff.

<b>Key Accountabilities / Responsibilities</b> <i>(What is to be achieved)</i>	<b>Key Tasks</b> <i>(How is it achieved)</i>
<b>Curriculum Design and Delivery</b>	<b>The Director ensures:</b> <ul style="list-style-type: none"> <li>● The course design of the Pre-school</li> <li>● Consultation and research of Curriculum transitions</li> <li>● The St Margaret's College Pre-school curriculum embraces Te Whāriki and the REDS philosophy of the St Margaret's College Junior School</li> <li>● The Pre-school curriculum is developed and communicated</li> <li>● There is evidence of regular curriculum review and internal evaluations</li> <li>● The evidence of thorough planning and assessment</li> <li>● The age and needs specific programmes are in place</li> <li>● Children are engaged, motivated and happy</li> <li>● Staff are encouraged to be collaborated and innovative within a clear curriculum framework</li> </ul>
<b>Leadership and strategic planning</b>	<b>The Director will:</b> <ul style="list-style-type: none"> <li>● Be a member of the Leadership Team</li> <li>● Contribute to the strategic planning and direction of the College and Pre-school</li> <li>● Develop a high-performance culture and build organisational capability by attracting, appointing and retaining top-quality and motivated staff</li> <li>● Sustain and develop the special character and culture of the College</li> <li>● Provide leadership to staff and parents of the Pre-school by managing the daily operations</li> <li>● The Director is a model of best practice and reflective practice</li> <li>● Actively support School policy decisions, strategic targets and plans</li> </ul>
<b>Specialised Programmes</b>	<b>The Director ensures:</b> <ul style="list-style-type: none"> <li>● The extra-curricular opportunities of performing arts, sport and wellbeing</li> <li>● The smooth transition to the Junior School</li> <li>● The inquiry based learning experiences</li> <li>● Use of Digital technology</li> </ul>

	<ul style="list-style-type: none"> <li>● All children experience age specific learning in the digital environment</li> <li>● The Pre-school is adequately equipped to support programmes</li> <li>● Children aged 4½ experience transition to a school programme</li> <li>● Programmes are researched and developed and regularly reviewed</li> <li>● The Pre-school is leading edge in specialised programmes</li> </ul>
<p><b>Day to Day Running of the Pre-school</b></p>	<p><b>The Director ensures:</b></p> <ul style="list-style-type: none"> <li>● Staff are rostered according to the numbers and needs of the children</li> <li>● Staff have ownership of the programmes</li> <li>● Staff are clearly communicated with</li> <li>● Parents are informed of all programmes, timetables, events and meal menus</li> <li>● Children’s needs are met</li> <li>● The Pre-school runs smoothly and efficiently</li> <li>● All incoming enquiries are attended to promptly</li> </ul>
<p><b>Communication and Marketing</b></p>	<p><b>The Director ensures:</b></p> <ul style="list-style-type: none"> <li>● That enrolments are progressing each year</li> <li>● The efficient communication with all staff and parents</li> <li>● That information to parents about their child’s welfare and progress are shared in a professional manner</li> <li>● Effective and timely communication using multi-media</li> <li>● Working with the Community Relations Office in branding and marketing of the Pre-school</li> <li>● Collateral is developed and reviewed</li> <li>● Support of the Community Relations team at marketing events</li> <li>● The meeting of enrolment targets for the Pre-school and for transition into the Junior School</li> <li>● Effective enrolment processes with the Executive Principal</li> <li>● Professional introduction of prospective parents to the programme and staff</li> </ul>
<p><b>Staffing and HR</b></p>	<p><b>The Director ensures:</b></p> <ul style="list-style-type: none"> <li>● In conjunction with the HR Manager, excellent staff are recruited and retained, following a fair and reasonable recruitment process</li> <li>● The nurturing of a cohesive, collaborative and well-functioning team</li> <li>● Staff : student ratios are maintained according to staffing policy</li> <li>● Staff welfare is promoted and managed</li> <li>● Staff are aware of all professional standards of behaviour and policies</li> </ul>

<p><b>Teacher Support and Professional Development</b></p>	<p><b>The Director ensures:</b></p> <ul style="list-style-type: none"> <li>● That the Director is a leader of learning</li> <li>● The Pre-school teachers are comfortable, effective and experimental in the digital environment</li> <li>● Staff are aware of most recent research and developments in ECE</li> <li>● Pre-school teachers receive annual review and support, supervision - pro-growth cycle</li> <li>● Pre-school teachers are offered opportunities for professional growth and research</li> <li>● Reflective practice and on-line evidence based self-review expected</li> </ul>
<p><b>Health &amp; Safety</b></p>	<p><b>The Director ensures:</b></p> <ul style="list-style-type: none"> <li>● The provision or arrangement of first aid in cases of emergencies</li> <li>● All health, safety, hygiene risks and hazards identified and reported to the Health &amp; Safety Committee</li> <li>● Ministry of Health regulations and compliance are reflected in policy and practice</li> <li>● A close relationship is kept with the School Nurse</li> </ul>
<p><b>Communication</b></p>	<p><b>The Director ensures:</b></p> <ul style="list-style-type: none"> <li>● All groups within the SMC community are communicated with regularly and clearly when appropriate</li> <li>● The establishment of communication systems to ensure smooth and effective daily operations of the Pre-school</li> <li>● Timely communication with the Admissions Manager when meeting with prospective families</li> <li>● Regular communication with all members of the School community to promote awareness of and engagement with the School and its activities</li> </ul>
<p><b>Policies, Compliance and Administration</b></p>	<p><b>The Director ensures:</b></p> <ul style="list-style-type: none"> <li>● Responsibility for all policy development relating to the Pre-school</li> <li>● MoH and MoE regulations and compliance are reflected in policy and practice</li> <li>● Policies on cyclic review and presented to the Compliance Committee</li> <li>● Maintaining APT database</li> <li>● Clear and accurate record keeping</li> <li>● Providing relevant staffing forms for absences and staff hours</li> </ul>
<p><b>Pastoral Care / Hauora</b></p>	<p><b>The Director ensures:</b></p> <ul style="list-style-type: none"> <li>● The provision of a warm, nurturing and respectful environment</li> </ul>

	<ul style="list-style-type: none"> <li>● The direct supervision of the children in the programme at all times, ensuring that all activities offered at and away from the Pre-school are carried out in a safe, age appropriate and organised manner</li> <li>● The establishment of an orientation programme for new children coming into the Pre-school</li> <li>● All parents feel valued, included and informed</li> <li>● Pre-school meals are nutritional and reviewed in consultation with the Catering Manager</li> </ul>
<b>Finance and Property</b>	<p><b>The Director ensures:</b></p> <ul style="list-style-type: none"> <li>● The setting of an annual budget in liaison with the Financial Controller</li> <li>● The annual budget is well planned and managed</li> <li>● Prudent management of finances</li> <li>● The School facilities are well maintained and cleaned at all times</li> <li>● The internal and external facilities are well presented at all times</li> <li>● Monthly invoices are timely</li> <li>● Ministry of Education funding applications are timely</li> <li>● Appropriate reporting to the Financial Controller</li> </ul>
<b>Other Duties</b>	<ul style="list-style-type: none"> <li>● Any other duties as reasonably required</li> </ul>

## PERSON SPECIFICATION

<b>Core Behaviours</b>	<p><b>Teamwork</b> – identifies opportunities and takes action to build relationships between the school, staff or teams to help achieve shared goals</p> <p><b>Results focused</b> – sets challenging goals for self and understands performance expectations</p> <p><b>Effective Communication</b> – understands and communicates with a strong emphasis on confidentiality and professionalism</p> <p><b>Team player</b> – understands the importance of working as a team for the greater goal</p> <p><b>Resilience</b> - able to think logically and multi-task in time-critical and stressful situations</p>
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**Core Qualifications,  
Technical Skills,  
Knowledge and Ability**

**QUALIFICATIONS / CHECKS**

- Tertiary qualification (three year undergraduate degree), with post-graduate qualifications in Education and/or management desired
- Minimum of 5 years' experience teaching
- Current Driver's Licence
- Current New Zealand Teaching Council full registration

The successful candidate will have demonstrated high level experience and ability to:

- lead in a Pre-school setting or Early Childhood department
- manage others and work well in teams
- utilise ICT in supporting workflow and communications

The successful candidate will possess excellent:

- problem solving, analytical and thinking skills
- strategic and creative skills
- accuracy and attention to detail in all aspects of their role
- skills in sensitively handling matters of a confidential nature
- organisational and self-management skills, including the capacity to prioritise, meet deadlines and manage time effectively
- negotiation skills and strong interpersonal and communication skills – written and oral
- stakeholder management skills

The successful candidate will:

- have current knowledge of curriculum, educational trends practices and policy developments
- possess a broad knowledge of curriculum practices, child development theory and pedagogy
- undertake to uphold the ethos and values of the School
- demonstrate the ability to construct and implement a strategic plan or vision associated with the role
- operate as a productive and supportive team player, colleague and mentor
- demonstrate flair, enthusiasm and initiative, as well as the ability to inspire others
- present as a strong and fair role model to other staff
- be receptive to new ideas, innovative practices and adaptable to change
- possess an approachable, even disposition in carrying out duties with a sense of perspective and balance
- be able to clearly demonstrate a commitment to the provision of outstanding care and education for young children

## **ST MARGARET'S COLLEGE EXPECTATIONS**

To perform the responsibilities listed above and achieve success in your role, you will demonstrate the following behaviours that link to our values of “Educating Young Woman to Live and Lead”.

- Work positively with colleagues to achieve goals, share experience, and actively seek and offer help.
- Develop and maintain strong working relationships across the school, which inspires people to believe that what they do makes a difference.
- Actively demonstrate professionalism throughout the organisation and industry and be a credible and trustworthy person who holds the respect and loyalty of all stakeholders.
- Have tenacity in pursuing goals and ensuring they are aligned with the school's objectives.

## **POLICIES AND PROCEDURES**

St Margaret's College has developed policies and procedures to guide employees' behaviour in respect to a variety of employment-related matters. It is an obligation of your employment with St Margaret's College that you adhere to these policies and procedures. All employees have access to these policies and procedures in the staff handbooks.