

## REAP Wairarapa

### JOB DESCRIPTION

#### Job title

Playgroups Support

#### Purpose:

- Development and delivery of early childhood serviced and activities, to increase participation and achievement for both children and their caregivers. You are a key part of the ECE Team and work with the ECE Team Leader.

#### Specific duties and responsibilities

##### ECE/ PG Services:

- Planning for and delivering quality early childhood education services and activities to isolated rural families/ caregivers and learners under 5 years of age

##### Quality Teaching Programmes:

- Work with ECE lead to plan stimulating early childhood activities to a high standard and consistent with the Te Whariki curriculum and based on the assessed needs of the rural community.

##### Parent Workshops:

- Support ECE lead to provide workshops to parents/ caregivers to enable them to support their early childhood programmes, families and extended communities.

##### Providing advisory support to early childhood groups:

- Assisting with MOE certification of playgroups.
- Assisting with the re MOE certification of playgroups.
- Encouraging ways to promote playgroups to the wider community.
- Support the promotion of PGs to the wider community.

##### Community Development:

- Activities are approached in a manner consistent with good community development practice, i.e. ensuring that skills are transferred to parents and caregivers to become self-managing.
- Groups are advised about purchases of appropriate resources.
- One to one support for parents provided as necessary.

##### Financial

- Manage activities within the budget allocation as advised

##### Reporting

- Provide information, data and narrative to the EC Team Leader in a timely manner.
- Ensure programmes are planned and uploaded onto REAPiT.
- Ensure evaluations are loaded into REAPiT for data gathering purposes.

#### General duties

- Be punctual and work the hours and times specified.
- Prioritise workload to ensure work of the greatest importance to the business is undertaken with urgency and to a high standard.
- Support and help develop a positive workplace culture.
- Responsibly manage all REAP Wairarapa resources.

- Undertake all duties and responsibilities outlined in this job description and all other duties as required by the business.
- Comply with all employment obligations.
- Promptly undertake to complete all reasonable and lawful instructions and directions given.
- Serve the business in good faith, promoting and protecting the business's best interests.
- Demonstrate through own actions a commitment to Health and Safety at work when undertaking work or observing others in the workplace.