

ROLE DESCRIPTION

Part time Educator – Western Bay of Plenty

Position: Educator – Life Education Trust



Growing up isn't easy! Young people face many challenges growing up in our complex and changing society. With the challenges of today, supporting children's health and wellbeing as they develop has never been more in need. Your health, wellbeing and behaviors developed as a young person largely shape your success throughout life. Life Education gives young people knowledge and tools to make positive choices both now and in the future.

Our Vision: Inspiring tamariki and rangatahi to make positive choices

Make a difference – as one of our highly valued specialist Educators

The Life Education Trust (LET) began in New Zealand in 1988. We are a specialist health resource for schools and our programme is aligned to the New Zealand Curriculum. The Ministry of Education's National Monitoring Study of Student Achievement found 86% of New Zealand's primary and intermediate schools use Life Education to support the delivery of health education at their school. The Educator's role is to be an ambassador for LET by developing and maintaining strong relationships with each school in their area to maximise the number of children participating in our Healthy Harold programme each year.

The Area:

Greater Tauranga region including Papamoa. Over the course of 12 months you'll create a schedule that will see you visit approximately 25 primary and intermediate schools.

Our ideal candidate:

- Can demonstrate a genuine passion for child well-being
- Likes working autonomously and is able to work alone
- Is seeking new challenges and to learn new skills
- Can demonstrate they are driven to succeed and love overcoming challenges
- Can draw from experience in a customer relationship-type role
- Has an affinity with community groups, demonstrated in previous volunteer roles
- Has technical agility and ability in a range of applications

Qualifications and experience:

- Applicants must be qualified, registered teachers and hold a current practicing certificate
- Work experience outside the classroom and education sector that demonstrates relationship management skills and practices working with a regular client base is advantageous

We offer:

- Part time, but plenty of scope for some weeks to be full time if that's your goal - flexibility in working hours and days, which are planned often a term ahead.
- Remuneration, competitive with the state sector teaching scale
- As a part time role, agreed minimum hours each week so you have certainty of income, but plenty of scope for additional hours worked each week, which will be paid at an hourly rate so additional hours or extra work is appropriately remunerated.
- Employment is school term only – no requirement to work in school holidays, unless mutually agreed
- An autonomous, rewarding role working with teachers to develop lessons unique to the needs of each individual community
- Initial Training and ongoing Professional Development. Full teacher registration is maintained

Key responsibilities - Educator

1. Recruiting schools and supporting them to use Life Education as a cornerstone in the school's annual plans by being responsible for securing school bookings, to create an annual teaching plan ensuring optimal teaching days are booked each school year.

Outcomes evidenced by;

- A 12 month rolling booking calendar, with the majority of bookings confirmed for the following calendar year by October each year
- All bookings maintained and current in the CRM
- All school contact details regularly updated to ensure schools needs are met and exceeded.
- A school communications programme is in place to ensure all schools in the Trust's area are kept informed of programme changes, with quarterly updates so the school feels valued, informed and holds LET in high regard
- Trustees are kept informed with regular communications updates in a timely and informative manner in a 'no surprises' approach to ensure a positive and supportive employment relationship is nurtured.
- Funder and other stakeholder relationships may from time to time require support from the Educator, bringing increased knowledge of the LET programme to these groups.
- Delivering the Life Education programme to an annual target number of children and schools [captured in annual performance plan] calculated from 195 possible delivery days.
- Positive growth toward converting biennial schools to annual schools and infrequent schools into annual school bookings
- All schools perceiving Life Education as a quality and valued service - measured by school feedback

2. We meet and exceed teacher's expectations through effective planning and delivery of lessons to support children's health and wellbeing needs at their school.

Outcomes evidenced by;

- Engaging with the appropriate school leaders and teacher staff as part of the scheduled programme delivery and support as a health specialist in each school
- Shared lesson planning process ensuring we have captured the teacher' expectations and measured by teacher's feedback of how the lessons aligned to their classroom teaching
- Delivery of the lessons, and content consistent with the Life Education philosophy
- Professional practice through reflections and development as evidenced in your teacher portfolio, consistent with teacher registration requirements
- Actively participating in Life Education Professional development and contributing as a team member
- Teacher feedback through our online reporting process

3. Undertake the relevant administrative functions to ensure effective timetabling planning, pre-visit preparation, post-visit reporting, feedback and fee invoicing support.

Outcomes evidenced by;

- High levels of satisfaction by schools– as measured by feedback
- Fee cash flow – invoicing schools in a regular manner through Xero
- Submitting to the Trust your work schedule as required to ensure the Trust meets its obligations
- Ordering and maintaining effective stock levels of resources in a cost effective approach.
- Classroom transportation is well managed ensuring no down time.

4. Ensure the mobile classroom and other assets are well managed, the environment is safe for yourself and participants

Outcomes evidenced by;

- Daily and other health and safety requirements are met
- COF and electrical certification is current
- All health and safety requirements, certification and other compliance requirements of the classroom and other equipment and resources are current and up to date

Core Competencies, the Educator will bring to the role and also develop in their time with Life Education

<p>Processing – <i>[Accurate, relevant and up to date information of planned and actual activity and relevant customer information]</i></p>	<p>Outcome</p> <ul style="list-style-type: none"> - LET - Maintaining the CRM that captures all relevant data of activity so that information is available to support Educator, Trust and LET NZ planning, delivery and communication - Clients - Manage and respond to school and teacher needs for their children, qualitative measures and benchmarking to identify areas of improvement.
<p>Organising - <i>[Effective use of information to create an annual delivery programme with schools]</i></p>	<ul style="list-style-type: none"> - Effective organising to ensure maximum number of children/lessons are taught in the term days. - Convert irregular schools into regular bookings to grow the number of children who participate annually.
<p>Transferring of knowledge <i>[Using formal and informal ways of showing, transferring and sharing knowledge, expertise and work methods]</i></p>	<ul style="list-style-type: none"> - Meeting our programme objectives by equipping children with inspiration and knowledge through Educators who can engage and capture children's imagination - create pivotal moments in a child's life
<p>Customer orientation <i>[Customer orientation means guiding clients by maintaining a relationship with them and offering them an excellent service.]</i></p>	<ul style="list-style-type: none"> - Develop and maintain direct person to person relationships with all schools, for a wide range of outcomes, as a LET brand ambassador - Through regular communication Schools are well serviced, literate and aware of what Life Ed provides and achieves
<p>Coaching/Developing others <i>[Developing and advising team members about their way of functioning.]</i></p>	<ul style="list-style-type: none"> - Opportunities to develop leaders and an induction programme that establishes appropriate standards - Best practice is shared and excellence is achieved
<p>Engaging <i>[Engaging means being responsible at work and committing oneself totally in order to offer high quality work]</i></p>	<ul style="list-style-type: none"> - We are considered as credible, well managed and highly skilled experts and schools experience is a positive one. - Shared planning, Daily lesson planning, engagement while at school, set up process, meet and greet each day
<p>Autonomy <i>[Providing opportunities to bring into effect tasks in an autonomous manner. Taking responsibility for one's actions. Making decisions for oneself and organising and managing one's own activities]</i></p>	<ul style="list-style-type: none"> - Outstanding performance from a highly motivated educator who excels when given autonomy. - Set own daily, weekly, monthly work plan and largely undertake own monitoring. - Manage day to day issues, come up with plan B solutions for day to day challenges and opportunities that arise