

Manager Registration

Position Description

The Teaching Council of Aotearoa New Zealand is the professional body for all teachers. We are independent, and act in the interests of teachers to enable and support leadership to teachers and direction for the education profession, including teacher education and continued professional and leadership development.

We establish and maintain criteria for teacher registration, standards for ongoing practice, and criteria for the issue of practising certificates of different kinds. Alongside this, we monitor and maintain the requirements relating to conduct, competence and impairment, and establish and maintain a code of professional responsibility for teachers.

Our Vision

The Teaching Council will enable and support leadership by the profession to maximise the success of every learner in Aotearoa through highly effective leadership and teaching.

Our Behaviours

- Whaihua i a tātou anō
Value our colleagues by listening and being open to what they say.
- Mahi ngātahi
Work together with integrity by respecting each other and the profession
- Whai whakaaro ki ngā mahinga katoa
Adopt a solution focussed attitude when working with others
- Whakarangatira i ngā iwi katoa
Honour our bicultural partnership by being culturally competent
- Whakaaturia te mana Māori me te Ahurea ki ngā reanga katoa o te Kaunihera
Demonstrate and foster leadership at all levels of the council

Our Values

- Whakamana
Empowering all learners to reach their highest potential by providing high-quality teaching and leadership
- Manaakitanga
Creating a welcoming, caring and creative environment that treats everyone with respect and dignity
- Pono
Showing integrity by acting in ways that are fair, honest, ethical and just
- Whanaungatanga
Engaging in positive and collaborative relationships with our learners, their families and whānau, our colleagues and the wider community

Summary

Position Title	Manager Registration
Reports To	Deputy Chief Executive Operational Services
Financial Delegation	Yes \$ - TBC
Statutory Delegations	Yes
Direct Reports	10 - 12
Purpose	<p>The purpose of this position is to give effect to the Teaching Council's statutory functions to register and certificate teachers through the principles outlined in the Requirements for Teacher Registration, Practising Certificates and Limited Authority to Teach.</p> <p>The Manager Registration position is responsible for ensuring judgements are made with respect to applications to register and or (re)certificate are appropriate, consistent and defensible. They will:</p> <ul style="list-style-type: none"> • guide the team's decision-making processes in line with the Registration Policies overall goals; • ensure that natural justice processes are followed for each teacher and that the basis for decision-making is appropriately recorded; • identify when there are issues or trends that are causing concern; and <p>Evaluate, in conjunction with the Manager Policy & Implementation, the outcomes of application decisions to ensure they are consistent with the Registration Policy's intent.</p>
Date	May 2020

Key Relationships

External	Nature of relationship
Teachers	<ul style="list-style-type: none"> • Provision of information and advice
Professional Leaders	<ul style="list-style-type: none"> • Support and advise
Other agencies ie. NZQA, NZ Police, ERO, TER programme providers, Ministry of Education	<ul style="list-style-type: none"> • Provision of information and advice
Suppliers	<ul style="list-style-type: none"> • Negotiate contracts
Internal	Nature of relationship
Chief Executive	<ul style="list-style-type: none"> • Support and advise
Deputy Chief Executive – Operational Services	<ul style="list-style-type: none"> • Reports to
Deputy Chief Executive – Professional Services	<ul style="list-style-type: none"> • Support and advise
Manager Policy & Implementation	<ul style="list-style-type: none"> • Translating policy into effective practice
Council Chair	<ul style="list-style-type: none"> • Support and advise
Leadership Team	<ul style="list-style-type: none"> • Colleague and support
Employees	<ul style="list-style-type: none"> • Coach and advise

Key Result Areas

Jobholder is responsible for	Jobholder is successful when
<p>Practice Leadership Leading the Teaching Council's efforts to translate the Registration Policy into highly effective practice.</p> <p>Developing a culture of principle-based decision making within the team and wider Council.</p>	<ul style="list-style-type: none"> ● Visibly models principles and values-based decision making even when faced with the most challenging circumstances ● Consistently exercises judgements that are appropriate and consistent and encourages others to do the same ● Is an effective role model and coach with staff around engagement with stakeholders ● Successfully blends data and evidence with values and beliefs
<p>Service Leadership Provide outstanding customer focused services to teachers and stakeholders (including advice, processes, responsiveness etc.), being mindful of client requirements, as evidenced by feedback from key stakeholders.</p> <p>Proactive in understanding the needs of teachers and other stakeholders.</p> <p>Developing a culture of continuous service improvement for teachers.</p>	<ul style="list-style-type: none"> ● Builds enduring relationships based on trust and credibility with teachers ● Understands what drives customer satisfaction and strives to improve teacher satisfaction ● Responds in a timely manner to customer requests ● Understands teacher needs and looks for opportunities to add value
<p>Values-based leadership and values-led behaviours The Teaching Council's Kawa, Tikanga, and Kaupapa are consistently and constantly demonstrated and form the foundation of internal and external relationships.</p> <p>Actively engages with colleagues to support the delivery of shared outcomes that underpin the Teaching Council's strategic direction.</p>	<ul style="list-style-type: none"> ● Valued behaviours are consistently exhibited ● Actively works with their peers to build employee engagement throughout the Teaching Council ● Exhibits leadership through leading by doing ● Is an effective role model and can be seen to be part of the leadership team ● Takes ownership and is accountable for the output of the group
<p>People Leadership Actively engages with their immediate team and the other teams to deliver business outcomes that support the Teaching Council's strategic direction.</p> <p>All direct reports have a performance and development plan that is aligned with the Teaching Council's strategic plan and meets the individual's needs.</p>	<ul style="list-style-type: none"> ● Actively leads their own team to build employee engagement ● Meets regularly with direct reports ● Provides clear and effective communication ● Creates an open and honest environment ● Coaches and develops talent ● Completes all people process on time and in line with best practice
<p>Financial Management Demonstrates active and timely financial management of budgets and resources.</p> <p>Ensure the completion of all financial management aspects of leadership.</p>	<ul style="list-style-type: none"> ● Budgets are managed within delegations ● Budgets are maintained and variances reported as soon as they are identified ● Opportunities to reduce costs are identified and capitalised on ● Business plan is developed and regularly reported on

Business planning and reporting support the needs of the Teaching Council.	
<p>Health, Safety and Wellbeing</p> <p>Complying with the responsibilities under the Health and Safety at Work Act 2015.</p>	<ul style="list-style-type: none"> • A healthy, safe and wellness-oriented workplace is maintained by setting a good example to team members in relation to HSW practices and policies. • Health and safety issues that may impact on the team or wider organisation are identified and reported.

Person Specifications

Qualifications	
Essential	Desirable
Relevant tertiary qualification at undergraduate level	Relevant tertiary qualification at postgraduate level
Knowledge and Experience	
Essential	Desirable
5 years' experience in coaching and developing a team	Education sector experience
Service leadership experience	Demonstrated practice leadership experience
Demonstrable experience leading in a te Tiriti-led values-based organisation	Understanding of Policy Development and approaches
Key Skills	
<p>Expert Level</p> <ul style="list-style-type: none"> • Critical thinking and analysis 	
<p>Advanced Level</p> <ul style="list-style-type: none"> • Communication skills • Financial Management • Managing Change • Understanding pedagogical practice and empathy for teachers 	
<p>Working Knowledge</p> <ul style="list-style-type: none"> • Treaty of Waitangi and its relevance and application in our workplace and the education sector. 	