

## JOB DESCRIPTION

Job Title	<b>Teacher</b>
Reports to:	Centre Manager and Education Manager
Key Relationships	Internal: Early Education Waikato (EEW) staff, Head Office staff External: Children, Families, Whaanau, Education & support agencies

Guiding Values	
WHAKAMANA	Empowering all to reach their highest potential by providing high-quality leadership
MANAAKITANGA	Welcoming, caring and innovative environment that treats everyone with respect and dignity.
PONO	Showing integrity by acting in ways that are fair, honest, ethical and just
WHAANAUNGATANGA	Engaging in positive and collaborative relationships

### Purpose of the Position:

This role takes accountability for providing high quality early childhood education through sound professional practice, ensuring the wellbeing of all children and actively contributing to positive team culture to support the success of the organisation.

### Specific Accountabilities:

Specific accountabilities for each 12-month period may be articulated separately to this job description based on current organisational priorities and performance as articulated via Early Education Waikato (EEW) leaders.

Requirements of all Teachers (Beginning / Fully Registered / Experienced)	
<b>Professionalism</b>	<ul style="list-style-type: none"> <li>• Display a productive, organised and efficient work ethic</li> <li>• Display a commitment to the total needs of Early Education Waikato (EEW)</li> <li>• Represent EEW both internally and externally in a positive, professional and confidential manner</li> <li>• Support EEW staff members and the Centre community through co-operative, loyal and professional actions</li> </ul>
<b>Health, Safety and Wellbeing</b>	<p>Ensure the health, safety and wellbeing of children and staff at the service including:</p> <ul style="list-style-type: none"> <li>• Carrying out all tasks in the safest possible manner</li> <li>• Adhering to requirements of EEW H&amp;S policy, procedures and practices</li> <li>• Ensuring all hazards are identified, reported and controlled</li> <li>• Providing first aid for any injured children/staff</li> <li>• Reporting all accidents and incidents promptly</li> </ul>

	<ul style="list-style-type: none"> <li>• Knowing EEW H&amp;S procedures and requirements, ensuring that relevant forms are completed, and any corrective actions are implemented</li> <li>• Keeping work areas safe, tidy, uncluttered, storage shelves stacked safely</li> <li>• Attending any designated Health and Safety training</li> <li>• Contributing to improvements in H&amp;S processes and procedures</li> </ul>
<b>Customer Service</b>	<ul style="list-style-type: none"> <li>• Ensure the site and the team are customer service focused</li> <li>• Always provide a warm welcome to parents/whaanau/visitors to the Centre</li> <li>• Be supportive and encouraging to all parents/whaanau/visitors regardless of personal circumstances</li> <li>• Ensure staff deal with parents/whaanau/visitors in a non-judgmental manner at all times, keeping the wellbeing and development of the child as first priority</li> </ul>

<b>Requirements of a beginning Teacher</b>	
<ul style="list-style-type: none"> <li>- Not yet attained full registration. Working with advice and guidance towards gaining the expected skills and knowledge of a teacher</li> </ul>	
<b>Learning and Teaching</b>	
<b>Understanding Te Whaariki</b>	Have a sound knowledge of Te Whaariki and current learning, teaching and assessment theories
<b>Assessment Theory</b>	Understands and implements the cycle of teaching, learning and assessment
<b>Treaty of Waitangi</b>	Demonstrate understanding of the implications of the Treaty of Waitangi, te reo and tikanga Māori
<b>Implementing Te Whaariki</b>	Support children to take an increasing role in their own learning and care
<b>Strategies</b> (including use of resources & technology)	Demonstrate flexibility and responsiveness and provide encouragement, warmth and acceptance along with challenges for creative and complex thinking
<b>Planning, Assessment and Evaluations</b>	Plan, assess and evaluate programmes based on children's strengths and interests with reflection on teaching and learning
<b>Learning Environment</b>	
<b>Positive Guidance</b>	Demonstrate an understanding of positive guidance strategies
<b>Engaging Children</b>	Develop effective practices in engagement of children's learning
<b>Learning Environment</b>	Create and maintain a safe environment that is conducive to learning
<b>Expectations</b>	Demonstrate expectations that value and promote learning
<b>Respect and Understanding</b>	Establish positive relationships with children that respect their individuality, culture and place in their community

<b>Other Key Areas</b>	
<b>Communication</b>	Demonstrate skills for effective communication - Children, Colleagues, and Whaanau
<b>Support and Co-operation</b>	Co-operate with and seek support from colleagues
<b>Contribution to wider Early Education community</b>	Be positively involved in activities that contribute to the life of the Centre
<b>Centre Administration</b>	Develop sound knowledge and skills in relation to Centre administration requirements. Contribute appropriately to ensure an efficient and organised administration system.

<b>Requirements of a Registered Teacher</b>	
<ul style="list-style-type: none"> <li>- Have taught for at least two years, attained full registration and display a high level of competence in the performance of their day-to-day teaching responsibilities</li> </ul>	
<b>Learning and Teaching</b>	
<b>Understanding Te Whaariki</b>	Are competent in the content of Te Whaariki
<b>Assessment Theory</b>	Demonstrate and discuss developments in current learning, teaching and assessment theories
<b>Treaty of Waitangi</b>	Demonstrate knowledge of the Treaty of Waitangi, te reo and tikanga Māori
<b>Implementing Te Whaariki</b>	Demonstrate appropriate curriculum assessment and evaluation practices that are consistent with the principles of Te Whaariki
<b>Strategies</b> (including use of resources & technology)	Evaluate and reflect on teaching and learning with a view to improvement
<b>Planning, Assessment and Evaluations</b>	Utilise assessment as a conscious practice of noticing, recognizing and supporting documentation
<b>Learning Environment</b>	
<b>Positive Guidance</b>	Demonstrate effective positive guidance strategies
<b>Engaging Children</b>	Develop competent practices in facilitating children's engagement in learning
<b>Learning Environment</b>	Effectively facilitate challenging learning environments
<b>Expectations</b>	Establish high expectations that value and promote learning
<b>Respect and Understanding</b>	Maintain and promote positive relationships with children that respect their individuality, culture and place in their community
<b>Other Key Areas</b>	

<b>Communication Children, Colleagues, Whaanau</b>	<p>Communicate clearly and accurately in either or both of the official languages of Aotearoa/New Zealand</p> <p>Communicate effectively with children, colleagues, parents/whaanau and caregivers</p> <p>Provide regular feedback that contributes to the child's learning pathway</p> <p>Involve parents/whaanau in the Centre programme</p> <p>Display ethical and responsible behaviour</p>
<b>Support and Co-operation</b>	Establish and maintain effective working relationships with colleagues
<b>Contribution to wider Early Education community</b>	Contribute positively and actively to the life of the Centre, its community and the wider Early Education community
<b>Centre Administration</b>	Maintain accurate records in relation to EEW administrative requirements. Contribute appropriately to ensure an efficient and organised administration system

<b>Requirements of an Experienced Teacher</b>	
<ul style="list-style-type: none"> <li>- Highly skilled Teachers with a well-developed understanding of teaching and learning and able to provide support and assistance to teaching colleagues</li> </ul>	
<b>Learning and Teaching</b>	
<b>Understanding Te Whaariki</b>	Demonstrate a high level of knowledge of Te Whaariki and of current learning, teaching and assessment theories
<b>Assessment Theory</b>	Demonstrate a commitment to their own ongoing learning and teaching
<b>Treaty of Waitangi</b>	Demonstrate knowledge of the Treaty of Waitangi, te reo and tikanga Māori
<b>Implementing Te Whaariki</b>	Demonstrate expertise and refined approaches in all aspects of curriculum assessment and evaluation practices
<b>Strategies (including use of resources &amp; technology)</b>	Continually evaluate and reflect on their teaching and act on areas that require improvement
<b>Planning, Assessment and Evaluations</b>	Utilise assessment as a conscious practice of noticing, recognizing and supporting documentation
<b>Learning Environment</b>	
<b>Positive Guidance</b>	Demonstrate a high level of commitment to children's well-being and social competence

<b>Engaging Children</b>	Demonstrate a wide range of approaches that facilitate all children's engagement in learning
<b>Learning Environment</b>	Effectively facilitate challenging learning environments
<b>Expectations</b>	Maintain high expectations of all children that value and promote learning
<b>Respect and Understanding</b>	Maintain and promote positive relationships with children that respect their individuality, culture and place in their community
<b>Other Key Areas</b>	
<b>Communication Children, Colleagues, Whaanau</b>	<p>Demonstrate highly effective communication skills when interacting with children, colleagues, family/whaanau</p> <p>Demonstrate effective skills in responding to the aspirations of family/whaanau and caregivers</p> <p>Display ethical and responsible behaviour</p>
<b>Support and Co-operation</b>	Support and provide effective assistance to colleagues in improving teaching and learning. Encourage others and participate in professional development.
<b>Contribution to wider Early Education community</b>	Contribute positively and actively to the effective functioning of EEW's relationships with the Organisation and the wider community
<b>Centre Administration</b>	Sustain knowledge and skill in relation to EEW administrative requirements. Contribute appropriately to ensure an efficient and organised administration system

This Job Description is intended as a general description of the work of the Teacher position and is subject to the recognition that priorities and responsibilities may need to change to meet Early Education Waikato strategies and operations. As such, this is not a full and limited list of job responsibilities. Early Education Waikato will undertake best endeavours to agree on substantive changes to responsibilities in good faith with each employee on an ongoing basis.