

JOB DESCRIPTION

Job Title	Head Teacher
Reports to:	Education Services Manager (ESM)
Responsible for Managing:	Kindergarten staff including: Teachers, Teaching Assistants, Relievers, Administrators
Key Relationships	Internal: Association staff External: Children, Families, Whaanau, Education and support agencies, Contractors

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:

The role takes accountability for providing effective operational management and leadership of the Kindergarten to support the success of the organisation. Operational management includes ensuring rolls and related staffing are well managed. Leadership includes coaching others, building positive team culture, ensuring children and staff wellbeing, and upholding relationships needed for effective Kindergarten operation.

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 Waikato Kindergarten Association (WKA) leaders.

Key Accountability	Primary Activities
Operational Management	• Ensure rolls are full at all times, proactively putting in place processes and removing barriers to keep current children and bring in new children • Monitor staffing levels cost effectively in accordance with child attendance levels and required ratios • Operate effective financial planning and budgeting to support kindergarten operations • Effectively and efficiently use available financial resources and assets (within delegated areas of authority) to support kindergarten operations • Comply with all relevant legislative requirements and with monitoring and reporting requirements • Ensure implementation and monitoring of the strategic plan • Ensure that daily practices are kept in line with policies and procedures • Ensure administration tasks are carried out efficiently and all staff share tasks • Keep the kindergarten attractive, appealing and well organised at all times
Team Leadership	• Build a positive, collaborative team culture where staff respect and support each other

	• Actively demonstrate and encourage the implementation of coaching culture mindset and skills • Model the guiding values • Lead the team to ensure the wellbeing of children and staff is priority • Provide an advice and guidance programme for newly registered teachers working towards full registration • Ensure performance appraisal and performance management is carried out for all staff as per procedure and in consultation with Association management as required • Assist in the recruitment, selection and induction of new staff • Deal with any issues promptly and effectively in conjunction with the ESM • Facilitate team meetings and encourage participation of all team members • Demonstrate active support for all Kindergarten events, initiatives, special occasions and traditions to ensure these occurrences contribute positively to the culture of the Kindergarten
Professional Leadership	• Demonstrate a thorough understanding of current approaches to effective teaching and learning across the curriculum • Understand and apply current practices for effective leadership and management • Provide professional team leadership by encouraging vision and innovation, clearly setting expectations, explaining standards, providing feedback, encouraging and supporting team members and teamwork • Ensure the early childhood education setting offers a professional service and maintains high quality standards • Facilitate the development and implementation of practices and the environment that reflect the dual heritage of Aotearoa/New Zealand within the kindergarten • Reflect on own practices and demonstrate a commitment to ongoing learning • Motivate and support the teaching team to improve the quality of teaching and learning, improve the team effectiveness and create an environment of trust, respect and understanding • Mentor Teachers undergoing registration • Be a role model by displaying ethical and responsible behaviour • Regularly review kindergarten guidelines, procedures and practices to ensure that all statutory requirements are met
Relationship Management/ Communication and Consultation	• Identify, establish and foster relationships within and between the kindergarten and the wider community • Demonstrate effective communication skills and foster respectful, responsive, reciprocal relationships with children, parents, whaanau, teachers, staff, management and the wider community • Communicate and consult with parents/whaanau acknowledging their values, needs and aspirations • Encourage families/ whaanau to have input into the educational programme • Ensure parents/whaanau have both formal and informal opportunities to discuss their children's progress, interests and abilities • Ensure parents/whaanau have access to the Kindergarten policies and procedures and other relevant documents

	• Seek information and guidance from specialist services when needed and appropriate • Liaise effectively and professionally with other educational services and outside agencies • Positively promote the service in the community • Manage conflict effectively and work actively to achieve resolution
Customer Service	• Ensure the site and the team are customer service focused • Always provide a warm welcome to parents/whaanau/visitors to the kindergarten • Be supportive and encouraging to all parents/whaanau/visitors regardless of personal circumstances • 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
Strategic Management	• Understand the implications of Aotearoa/New Zealand's changing cultural, social and economic context and reflect these changes in the kindergarten • Establish and engage in processes of review that facilitate continual improvement • Initiate, plan and manage the kindergarten programme and practices to reflect a commitment to focusing the kindergarten on continual improvement
Teaching, Learning and Development	Ensure all teachers in the kindergarten: • Provide quality curriculum in accordance with <i>Te Whaariki</i> • Demonstrate a commitment to their own learning and teaching • Demonstrate a knowledge of the Treaty of Waitangi, te reo and tikanga Maaori • Demonstrate a thorough understanding of current approaches to effective teaching and learning across the curriculum • Continually evaluate and reflect on their teaching and act on areas that require improvement • Use the assessment as a conscious practice of noticing, recognising and supporting documentation • Demonstrate a high level of commitment to children's well-being and social competence • Engage children via a wide range of approaches • Effectively facilitate challenging learning environments • Maintain high expectations of all children that value and promote learning • Maintain and promote positive relationships with children that respect their individuality, culture and place in their community • Provide leadership in the planning, implementation and evaluation of the educational programme in consultation with the teaching team using knowledge and understanding of the learning and development of each child • Ensure appropriate resources are made available to support the needs of each child and to facilitate quality curriculum and interactions • Help children develop respect for each other, their environment and community.

	• Manage children's behaviour positively and appropriately.
Professionalism	Display a productive, organised and efficient work ethic Display a commitment to the total needs of the employer Represent the employer internally, externally and on-line in a positive, professional and confidential manner Support fellow staff members and the Kindergarten community through co-operative, loyal and professional actions Keep up to date with new & updated policies and procedures
Health, safety and Wellness	Provide support to ensure all teachers in your room comply at all times with WKA H&S policy, procedures and practices, including: - Role modeling your commitment to H&S standards - Ensuring all hazards are identified and controlled - Monitoring to ensure all accidents and incidents are reported, investigated & resolved - Ensure all staff in your room are clear about procedures and implementing requirements, that forms are completed and monitored, and any corrective actions are implemented - Work areas are kept safe, tidy, uncluttered and storage shelves are stacked safely - Any designated Health and Safety training is attended. Adhere to requirements of and contribute to improvements in health and safety processes and procedures • ensure the health, safety and wellbeing of children and staff at the service • uphold Health and Safety standards in the workplace Carry out all tasks in the safest possible manner at all times Encourage operational practices that support staff wellness.

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