

## Waikato Kindergarten Association Job Description

Job Title	<b>Teaching Assistant 1</b>
Reports to:	Head Teacher
Direct Reports:	n/a
Key Relationships	Internal: Educational Services Managers, Association staff External: Children, families, whaanau, Education and support agencies

<b>Guiding Values</b>	
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 assisting the teaching team to provide 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. Incumbents in a Teaching Assistant 1 role are typically rostered to work less than 15 hours per week or work on a casual basis.

### 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 WKA leaders.

Key Accountability	Primary Activities
<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 the Waikato Kindergarten Association</li> <li>Represent the organisation internally, externally and on-line in a positive, professional and confidential manner</li> <li>Support Association staff members and the kindergarten community through co-operative, loyal and professional actions</li> <li>Productive, organised and efficient work ethic is always displayed in furthering the needs of the organisation</li> <li>Actively and positively support Head Teacher requirements</li> <li>Have an understanding of and comply with all WKA policies and procedures and practices.</li> <li>Demonstrate and foster respectful, responsive, cooperative and supportive relationships across the organisation, and any related groups such as families, whaanau, agencies, external service providers.</li> <li>Maintain high standards of professional behaviour at all times, including actions, behaviour, and appearance in line with policies, procedures, practices.</li> <li>Keep up to date with all current policies and procedures.</li> </ul>

<b>Learning and teaching</b>	<ul style="list-style-type: none"> <li>• Ensure relationships and interactions with children and whaanau are responsive, positive and encouraging</li> <li>• Express sincere interest in what children are doing. Affirm and build children's self-esteem.</li> <li>• Manage children's behaviour positively and appropriately</li> </ul>
<b>Learning Environment</b>	<ul style="list-style-type: none"> <li>• Display positive relationships with children that respect their individuality, culture and place in their community</li> <li>• Maintain a safe environment that is conducive to learning</li> <li>• Display an understanding of and implement positive guidance strategies</li> <li>• Strive to develop effective practices in engagement of children's learning</li> </ul>
<b>Communication &amp; cooperation</b>	<ul style="list-style-type: none"> <li>• Cooperate with and seek information, guidance and support from colleagues</li> <li>• Welcome visitors to the kindergarten and promote the kindergarten to the community</li> <li>• Display respectful, confidential and ethical behaviour</li> <li>• Contribute to a positive team environment</li> <li>• Communicate sensitively with staff, families and children from a diverse range of cultural backgrounds and ethnicity</li> </ul>
<b>Bicultural practice</b>	<ul style="list-style-type: none"> <li>• Show a developing understanding of Te Whāriki and current learning, teaching and assessment theories</li> <li>• Display respect and commitment to the Treaty of Waitangi, te reo and tikanga Māori</li> <li>• Actively promote te reo Māori and tikanga Māori in teaching and learning practices, including supporting learning about local tikanga and history</li> <li>• Practice and develop the use of te reo and tikanga Māori</li> </ul>
<b>KidsCan</b>	<p>Paying particular attention to the safe provision of food to children, take accountability to prepare, provide, and undertake associated storage and cleaning duties associated with KidsCan including:</p> <ul style="list-style-type: none"> <li>• Planning according to the specific kitchen and needs of the children in the kindergarten</li> <li>• Receiving, sorting and storing kai in a timely manner according to food safety guidelines</li> <li>• Actively seeking important information including children's dietary needs/restrictions/allergies, relevant regulations, and operational considerations</li> <li>• Preparing kai in line with the menu of the day</li> <li>• Serving kai equitably, ensuring any excess food is appropriately packaged and given to whaanau according to need</li> <li>• Cleaning and tidying dishes, kitchen equipment, kitchen and eating areas.</li> </ul>
<b>Customer Service</b>	<ul style="list-style-type: none"> <li>• Support / display customer service focus in the team and on site</li> </ul>

	<ul style="list-style-type: none"> <li>Always provide a warm welcome to parents/whaanau/visitors to the kindergarten</li> <li>Be supportive and encouraging to all parents/whaanau/visitors regardless of personal circumstances</li> <li>Engage 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>Operational and Administrative requirements</b>	<p>Actively support the operational and administrative requirements of the kindergarten including:</p> <ul style="list-style-type: none"> <li>Daily tasks are carried out effectively and efficiently and support the kindergarten requirements</li> <li>Required tasks are undertaken timely and accurately and present a professional image</li> <li>Demonstrate flexibility and a willingness to learn new skills</li> <li>Complete Association administration requirements on time to standard as requested. Contribute appropriately to ensure an efficient and organised administration system.</li> </ul>
<b>Health, safety and Wellness</b>	<p>Adhere to requirements of and contribute to improvements in health and safety processes and procedures</p> <p>Carry out all tasks in the safest possible manner at all times</p> <p>Comply at all times with WKA H&amp;S policy, procedures and practices, including:</p> <ul style="list-style-type: none"> <li>- Following H&amp;S standards</li> <li>- Ensuring all hazards are identified and controlled</li> <li>- Ensuring all accidents and incidents are reported and resolved</li> <li>- Ensure clear understanding of H&amp;S procedures, training requirements, standards, forms and implementation of corrective actions</li> <li>- Work areas are kept safe, tidy, uncluttered and storage shelves are stacked safely</li> <li>- Any designated Health and Safety training is attended.</li> </ul> <p>Encourage operational practices that support staff wellness.</p>

This Job Description is intended as a general description of the work of the Teaching Assistant 1 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.