

## Early Education Waikato – Kaiako/Teacher Job Description

**Position Title:** Kaiako/Teacher

**Reports to:** Kaiwhakaako/Centre Manager

**Key Internal Relationships:** Early Education Waikato Staff, Families, Children

**Key External Relationships:** Tamariki, Families, Whaanau, Education and Support Agencies

### Guiding Values

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| <b>Whakamana</b>      | Empowering all to reach their highest potential by providing high quality                   |
| <b>Manaakitanga</b>   | Welcoming, caring and innovative environment that treats everyone with respect and dignity. |
| <b>Pono</b>           | Showing integrity by acting in ways that are fair, honest, ethical and just.                |
| <b>Whanaungatanga</b> | Engaging in positive and collaborative relations  |

### Position Purpose

The ECE (early childhood education) Kaiako/Teacher is a tertiary qualified member of our early childhood teaching team. Our Centres are responsible for providing quality early childhood education services to tamariki under six years old. Kaiako/Teachers have a duty of care to ensure that the physical and emotional wellbeing of learners is safeguarded.

The role of the ECE Kaiako/Teacher is to plan and guide the educational and developmental journey of tamariki in accordance with Professional Standards for the Teaching profession including the Code of Professional Responsibility. Kaiako/Teachers utilise Te Whāriki as the foundation and framework in planning, implementing, progressing and evaluating tamariki learning.

### Specific Accountabilities

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

| Key Accountability | Primary Activities  |
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| Tamariki Wellbeing | <ul style="list-style-type: none"> <li>Promote the dignity and wellbeing of tamariki</li> <li>Demonstrate a high level of commitment to the well-being and social and emotional competence of tamariki</li> <li>Respect the diversity of the heritage, language, identity and culture of all tamariki</li> <li>Adapt teaching practice and strategies to meet the needs and abilities of all tamariki</li> <li>Provide high-quality and effective teaching</li> <li>Demonstrate fairness, effectively and appropriately managing tamariki social and emotional competency levels</li> </ul> |



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|                                   | <ul style="list-style-type: none"> <li>• Utilise organisational and industry experience to enrich tamariki well being</li> <li>• Promote opportunities for tamariki to make connections and interact within the community they are part of</li> <li>• Advocate for tamariki enrolled in your service.</li> </ul>  |
| Professional Standards - Teaching | <p>Overtly and consistently behave in accordance with the Code of Professional Responsibility and Standards for the Teaching Profession <a href="https://teachingcouncil.nz/professional-practice/our-code-our-standards/">https://teachingcouncil.nz/professional-practice/our-code-our-standards/</a> , including:</p> <ul style="list-style-type: none"> <li>• Demonstrating a commitment to high-quality, effective teaching and high standards of behaviour and integrity</li> <li>• Committing to work in the best interests of learners, ensuring ethical relationships respecting the diversity of heritage, language, identity and culture</li> <li>• Engaging in relationships with families and whaanau that are professional and respectful</li> <li>• Demonstrating a commitment to a Tiriti o Waitangi based Aotearoa New Zealand, affirming Maaori learners as tangata whenua and supporting their educational aspirations</li> <li>• Value and promote te reo Maaori and tikanga Maaori in teaching and learning, ensuring ongoing development of te reo Maaori me ngaa tikanga Maaori is evident</li> <li>• Maximising learners physical, social cultural and emotional safety</li> <li>• Demonstrate a range of teaching strategies that promote active engagement and support in learning progression, at a depth and pace appropriate to the needs of tamariki</li> <li>• Effectively facilitate challenging learning environments</li> <li>• Establishing and maintaining high expectations that value and promote learning</li> <li>• Demonstrating inclusion and empathy, fostering collaboration amongst learners including those with learning support needs</li> <li>• Developing and maintaining a depth of understanding of the Licensing Criteria for Early childhood Education and Care Services 2008, as they relate to compliance within the set up and management of indoor and outdoor environments.</li> </ul> |
| Learning and Development          | <ul style="list-style-type: none"> <li>• Inquire into and reflect on the effectiveness of practice in an ongoing way, using evidence from a range of sources</li> <li>• Seek and respond to feedback from learners, colleagues and other professionals</li> <li>• Continually evaluate and reflect on own teaching practice and act on areas that require improvement and improved effectiveness</li> </ul>   |



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|                           | <ul style="list-style-type: none"> <li>• Engage in regular professional learning and development activities and apply new learning into your role</li> <li>• Demonstrate and discuss developments in current learning, teaching and assessment theories</li> <li>• Demonstrate a commitment to ongoing self-development</li> <li>• Ensure professional growth cycles are self-managed and continually kept up to date.</li> </ul>   |
| Relationships             | <ul style="list-style-type: none"> <li>• Build and maintain high quality collaborative relationships with tamariki, whaanau and colleagues that are professional and respectful</li> <li>• Demonstrate highly effective communication skills when interacting with tamariki, colleagues, family/whaanau to develop a shared understanding of the philosophy and practices</li> <li>• Work collaboratively with whaanau to develop shared aspirations around learning goals and outcomes for tamariki</li> <li>• Engage in professional, reciprocal, collaborative and productive learning focused relationships with colleagues, tamariki and whaanau</li> <li>• Ensure authentic relationships with individual whaanau, actively seeking and responding to input regarding tamariki</li> <li>• Seek to resolve any conflicts respectfully and constructively</li> <li>• Respect and work to understand the diversity of the heritage, language, identity and culture of tamariki, families and whaanau</li> <li>• Provide mentoring, guidance and support to students and those new to the profession, and colleagues to help them to understand the expectations set out in this code.</li> </ul> |
| Organisational Commitment | <ul style="list-style-type: none"> <li>• Actively seek and learn EEW policies and procedures, ensuring that updated versions are read and understood and followed</li> <li>• Maintain a productive, organised and efficient work ethic</li> <li>• Represent EEW both internally and externally in a positive, professional and confidential manner</li> <li>• Take action to stop harmful, unethical or unlawful actions of a colleague where their behaviour may be in breach of professional standards</li> <li>• Ensure behaviours and practices contribute to the benefit of the centre and EEW as an organisation</li> <li>• Support EEW staff members and the centre community through co-operative, loyal and professional actions</li> <li>• Ensure opportunities for the centre to be recognised as a key member of the local community</li> <li>• Positively contribute to the process.</li> </ul>  |



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| Teamwork   | <ul style="list-style-type: none"> <li>• Actively contribute and work collegially in the pursuit of improving own teaching practice, taking responsibility for self-leadership</li> <li>• Engage in clear, respectful and professional communication with colleagues fostering a positive and collaborative team environment</li> <li>• Speak in a respectful manner to team members at all times</li> <li>• Demonstrate active listening, value diverse perspectives and resolve differences constructively</li> <li>• Contribute and participate in staff meetings and team discussions</li> <li>• Work collaboratively with the team toward shared goals</li> <li>• Implement agreed strategies to evaluate and ensure teacher performance, child safety and parental satisfaction</li> <li>• Follow directions of Centre Manager to allocate resources in a way that provides a consistently high standard of education to tamariki</li> <li>• Work with your Education Manager, Centre Manager and the community to identify ways your team can excel in ECE delivery.</li> </ul> |
| Documentation  | <ul style="list-style-type: none"> <li>• Demonstrate a good level of knowledge of Te Whāriki and of current learning, teaching and assessment theories</li> <li>• Observe, evaluate and plan learning assessment for each tamariki using Te Whāriki</li> <li>• Use Storypark and allocated non-contact time efficiently</li> <li>• Ensure assessment is showing a progression of learning for tamariki through individual planning and assessment</li> <li>• Use information and digital technology appropriately and responsibly</li> <li>• Make all reasonable efforts to ensure whaanau are consulted as part of relevant documentation processes</li> <li>• Maintain accurate records in relation to EEW administrative requirements. Contribute appropriately to ensure an efficient and organised administration system</li> <li>• Actively promote the professionalism of the kindergarten through developing high-quality documentation.</li> </ul>  |
| Health and Safety, Physical Capability and Wellbeing | <p>This role requires a reasonable level of physical capability and Teachers/Kaiako are required to maintain a reasonable level of motor skills, dexterity, fitness and strength in order to fulfil the physical duties of the role.</p> <p>Ensure the health, safety and wellbeing of tamariki and staff at the service including but not limited to:</p> <ul style="list-style-type: none"> <li>• Carrying out all tasks in the safest possible manner</li> <li>• Adhering to requirements of EEW health and safety policy, procedures and practices</li> </ul>  |



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|                                   | <ul style="list-style-type: none"> <li>• Ensuring all hazards are identified, reported and controlled</li> <li>• Providing first aid for any injured children/staff</li> <li>• Demonstrate empathy and responsive care when learners are unwell, hurt or upset</li> <li>• Reporting all accidents and incidents promptly</li> <li>• Knowing EEW health and safety 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 health and safety processes and procedures.</li> </ul> |
| Customer Service                  | <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/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, keeping the wellbeing and development of tamariki as first priority.</li> </ul>   |
| Person Responsible Accountability | <p>Persons responsible must work with tamariki and staff and should not be engaged in administrative activities that take them away from their supervision responsibilities, which include:</p> <ul style="list-style-type: none"> <li>• provide education and care to tamariki in attendance and guidance to staff providing education and care</li> <li>• ensure that staff are implementing the prescribed curriculum framework of Te Whāriki and know how to use it in providing education and care</li> <li>• ensure that day-to-day health and safety risks and hazard checklists are completed daily, and that appropriate steps are taken to address those risks or hazards whilst tamariki are in attendance.</li> </ul>            |

This Job Description is intended as a general description of the work of the Kaiako/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.

