

JOB DESCRIPTION

Job Title	Teacher
Reports to:	Head Teacher and Education Services Manager
Key Relationships	Internal: Association Staff, support 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 Waikato Kindergarten Association (WKA) leaders.

Requirements of all Teachers (Beginning / Fully Registered / Experienced)	
Professionalism	<ul style="list-style-type: none"> • Display a productive, organised and efficient work ethic • Display a commitment to the total needs of the Waikato Kindergarten Association • Keep up to date with new and updated policies and procedures • Represent the Association internally, externally and online in a positive, professional and confidential manner • Support Association staff members and the kindergarten community through co-operative, loyal and professional actions
Health, Safety and Wellbeing	<p>Ensure the health, safety and wellbeing of children and staff at the service including:</p> <ul style="list-style-type: none"> • Carrying out all tasks in the safest possible manner • Adhering to requirements of WKA H&S policy, procedures and practices • Ensuring all hazards are identified, reported and controlled • Providing first aid for any injured children/staff • Reporting all accidents and incidents promptly • Knowing WKA H&S procedures and requirements, ensuring that relevant forms are completed, and any corrective actions are implemented • Keeping work areas safe, tidy, uncluttered, storage shelves stacked safely

	<ul style="list-style-type: none"> • Attending any designated Health and Safety training • Contributing to improvements in H&S processes and procedures
Customer Service	<ul style="list-style-type: none"> • 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

Requirements of a beginning Teacher	
- Not yet attained full registration. Working with advice and guidance towards gaining the expected skills and knowledge of a teacher	
Learning and Teaching	
Understanding Te Whaariki	Have a sound knowledge of Te Whaariki and current learning, teaching and assessment theories
Assessment Theory	Understands and implements the cycle of teaching, learning and assessment
Treaty of Waitangi	Demonstrate understanding of the implications of the Treaty of Waitangi, te reo and tikanga Māori
Implementing Te Whaariki	Support children to take an increasing role in their own learning and care
Strategies (including use of resources & technology)	Demonstrate flexibility and responsiveness and provide encouragement, warmth and acceptance along with challenges for creative and complex thinking
Planning, Assessment and Evaluations	Plan, assess and evaluate programmes based on children's strengths and interests with reflection on teaching and learning
Learning Environment	
Positive Guidance	Demonstrate an understanding of positive guidance strategies
Engaging Children	Develop effective practices in engagement of children's learning
Learning Environment	Create and maintain a safe environment that is conducive to learning
Expectations	Demonstrate expectations that value and promote learning
Respect and Understanding	Establish positive relationships with children that respect their individuality, culture and place in their community
Other Key Areas	

Communication	Demonstrate skills for effective communication - Children, Colleagues, and Whaanau
Support and Co-operation	Co-operate with and seek support from colleagues
Contribution to wider Kindergarten community	Be positively involved in activities that contribute to the life of the kindergarten
Kindergarten Administration	Develop sound knowledge and skills in relation to Association administration requirements. Contribute appropriately to ensure an efficient and organised administration system.

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

Communication Children, Colleagues, Whaanau	<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 kindergarten programme</p> <p>Display ethical and responsible behaviour</p>
Support and Co-operation	Establish and maintain effective working relationships with colleagues
Contribution to wider Kindergarten community	Contribute positively and actively to the life of the kindergarten, its community and the Association
Kindergarten Administration	Maintain accurate records in relation to Association administrative requirements. Contribute appropriately to ensure an efficient and organised administration system

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

Expectations	Maintain high expectations of all children that value and promote learning
Respect and Understanding	Maintain and promote positive relationships with children that respect their individuality, culture and place in their community
Other Key Areas	
Communication Children, Colleagues, Whaanau	<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>
Support and Co-operation	Support and provide effective assistance to colleagues in improving teaching and learning. Encourage others and participate in professional development.
Contribution to wider Kindergarten community	Contribute positively and actively to the effective functioning of the total kindergarten's relationships with the Association and the wider community
Kindergarten Administration	Sustain knowledge and skill in relation to Association 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 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.