

Early Education Waikato Job Description

Job Title	Teaching Assistant 2
Reports to:	Centre Manager
Direct Reports:	n/a
Key Relationships	Internal: Education Managers, Head Office staff External: Children, families, whaanau, Education and 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 implementing high quality early childhood education is provided through sound 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 2 role are typically rostered to work more than 15 hours per week and participate in the organisations performance appraisal process to consistently develop skills and knowledge relevant to role accountabilities.

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 EEW leaders.

Key Accountability	Primary Activities
Professionalism	<ul style="list-style-type: none"> • Display a productive, organised and efficient work ethic • Display a commitment to the total needs of Early Education Waikato • Represent the organisation internally, externally and on-line in a positive, professional and confidential manner • Support Centre staff members and the centre community through co-operative, loyal and professional actions • Productive, organised and efficient work ethic is always displayed in furthering the needs of the organisation • Actively and positively support Lead Teacher / Manager requirements • Have an understanding of and comply with all EEW policies and procedures and practices.

	<ul style="list-style-type: none"> • Demonstrate and foster respectful, responsive, cooperative and supportive relationships across the organisation, and any related groups such as families, whaanau, agencies, external service providers. • Maintain high standards of professional behaviour at all times, including actions, behaviour, and appearance in line with policies, procedures, practices. • Keep up to date with all current policies and procedures • Constructively participate in the organisations Performance Appraisal process • Attend Professional development as required.
Learning and teaching	<ul style="list-style-type: none"> • Contribute to planning, assessing and evaluating programmes for children based on children's strengths and interests, with reflection on teaching and learning. This could include for example writing Learning Stories. • Support children to take an increasing role in their own learning and care • Ensure relationships and interactions with children and whaanau are responsive, positive and encouraging • Express sincere interest in what children are doing. Affirm and build children's self-esteem. • Manage children's behaviour positively and appropriately • Utilise technologies relevant to learning and teaching, for example Story Park.
Learning Environment	<ul style="list-style-type: none"> • Display positive relationships with children that respect their individuality, culture and place in their community • Implement and maintain a safe environment that is conducive to learning • Display an understanding of and implement positive guidance strategies • Display effective practices in engagement of children's learning
Communication & cooperation	<ul style="list-style-type: none"> • Cooperate with and seek information, guidance and support from colleagues • Welcome visitors to the centre and promote the centre to the community • Display respectful, confidential and ethical behaviour • Contribute to a positive team environment • Communicate sensitively with staff, families and children from a diverse range of cultural backgrounds and ethnicity
Contribution to wider Centre Community	<ul style="list-style-type: none"> • Contribute positively and actively to the life of the Centre and its community.
Bicultural practice	<ul style="list-style-type: none"> • Show a developing understanding of Te Whāriki and current learning, teaching and assessment theories

	<ul style="list-style-type: none"> • Display respect and commitment to the Treaty of Waitangi, te reo and tikanga Māori • Actively promote te reo Māori and tikanga Māori in teaching and learning practices, including supporting learning about local tikanga and history • Practice and develop the use of te reo and tikanga Māori
Customer Service	<ul style="list-style-type: none"> • Display customer service focus in the team and on site • Always provide a warm welcome to parents/whānau/visitors to the centre • Be supportive and encouraging to all parents/whānau/visitors regardless of personal circumstances • Engage with parents/whānau/visitors in a non-judgmental manner at all times, keeping the wellbeing and development of the child as first priority
Operational and Administrative requirements	<p>Actively support the operational and administrative requirements of the centre including:</p> <ul style="list-style-type: none"> • Daily tasks are carried out effectively and efficiently and support the centre requirements • Required tasks are undertaken timely and accurately and present a professional image • Demonstrate flexibility and a willingness to learn new skills • Complete Centre administration requirements on time to standard as requested. Contribute appropriately to ensure an efficient and organised administration system.
Health, safety and Wellness	<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>Provide first aid for any injured children/staff</p> <p>Comply at all times with EEW H&S policy, procedures and practices, including:</p> <ul style="list-style-type: none"> - Following H&S standards - Ensuring all hazards are identified and controlled - Ensuring all accidents and incidents are promptly reported and resolved - Ensure clear understanding of H&S procedures, training requirements, standards, forms and implementation of corrective actions - Work areas are kept safe, tidy, uncluttered and storage shelves are stacked safely - Any designated Health and Safety training is attended. <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 2 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.