

# Job Description

## Aspiring Beginnings Early Childhood Teacher / Kaiako

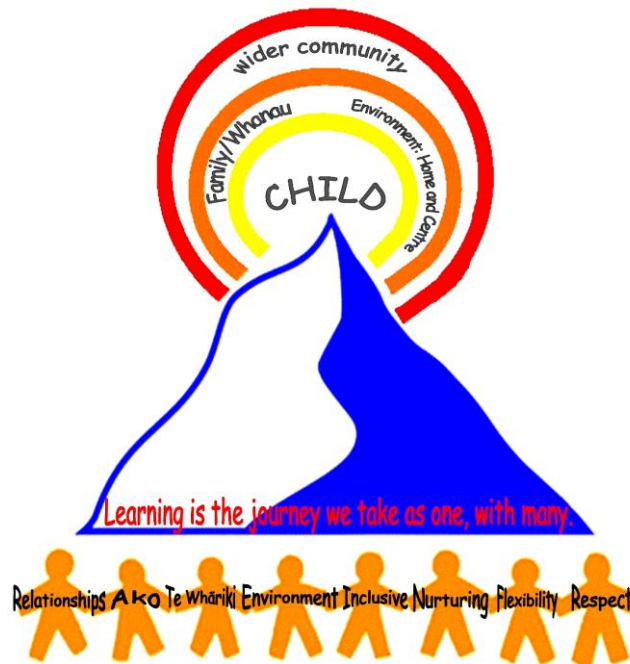
### Purpose and Scope of Aspiring Beginnings:

#### Aspiring Beginnings Vision

We will strive to provide a ECE service where our children/whanau, staff, teachers & committee are proud to be apart of the Aspiring Beginnings community, recognised for our;

- ✓ Child led education & care opportunities
- ✓ Inspiring life long learning
- ✓ Whanau focused environment
- ✓ Quality child to teacher ratios
- ✓ Support for our families, teachers and staff
- ✓ Environmental programme & practices
- ✓ Excellence in Governance & Management practices

#### Aspiring Beginnings Teaching Philosophy



## Role, Purpose and Scope

The role of the Early Childhood Teacher is to:

*Contribute to the teaching team and provide a stimulating, rich environment for the children in a safe and respectful environment.*

## Reporting Relationships

**Responsible to:** Centre Manager & Governance Committee

**Reports to:** Senior Teacher

**Responsible for:** No formal responsibilities of staff

## Working Relationships

- Teaching colleagues & Management
- Children and their parents, whanau and caregivers
- Advisory/Support teacher
- Education and Support Agencies
- Governance committee

## Salary Range

This position is as per The Early childhood Education *Collective Agreement* of Aotearoa New Zealand (ECECA) 2009 - 2011

## Key Results Areas

1. Professionalism
2. Teaching and Administration
3. Daily programmes
4. Communication with Parents and /or Whanau
5. Professional development
6. Health and Safety
7. Projects or Other Duties

## 1. Professionalism

**Goal:** *To exhibit the professional standards of an Early Childhood Teacher.*

### **Key Responsibilities include:**

- Uphold the standards set by the centre's vision, teaching philosophy, policies, values, goals and the curriculum to parents, colleagues and community
- Role Model consistent standards and build and maintain relationships of co-operation
- To be considerate, attentive and positive/supportive to the needs of colleagues
- Offer and share ideas with colleagues
- Actively promote teamwork and participation, and work as an effective member of the teaching team
- To attend and actively participate in communication/connect time, planning meetings and whole centre team meetings as per individuals employment agreements
- Undertake an appropriate teaching and administrative requirements, commensurate with the responsibilities of an early childhood teacher
- Enforce and demonstrate a continuous improvement approach to the profession utilising the self review and appraisal frameworks
- Maintain full compliance with the legislative framework for Early Childhood Education

## 2. Teaching and Administration

**Goal:** *Maintain effective and respectful relationships with children whilst undertaking appropriate teaching and administration duties, to a professional standard.*

### **Key Responsibilities include:**

- Promote the physical, cognitive, emotional and social learning of young children
- Establish relationships based on respect and trust to enhance learning
- Ensure interactions with children are appropriate and meaningful
- Ensure children's learning is enhanced with language, equipment and activities
- Ensure communication with each child is at that child's level. Acknowledge feelings with sensitivity and demonstrate appropriate expressions of emotions
- Model positive guidance techniques
- Observe, document, assess and plan & evaluate for children's learning using learning stories, next steps, and other means.
- Ensure all documentation is of a standard to that of a professional teacher.

## 3. Daily programmes

**Goal:** *Develop, deliver and evaluate early childhood programmes that reflect the principles of Te Whaariki.*

### **Key Responsibilities include:**

- Contribute to programme planning that is: responsive to emerging interests/learning dispositions and implemented and managed effectively to ensure outcomes for children are identified and evaluated and fully documented
- Ensure the environment is presented appropriately and responsive to children's individual learning, including their physical and emotional needs
- Demonstrate a respect for diversity. Assist with the provision of inclusive and diverse language, images and experiences
- Ensure daily programme and core activities are offered
- Select, adapt, source or design relevant learning materials and resources
- Develop appropriate evaluation for assessment, evaluate children's learning outcomes and provide appropriate documentation to parent and teachers

- Demonstrate principles of te Tiriti o Waitangi and the use of te reo me nga tikangao Maori within the centres programmes
- Ensure Te Whaariki objectives are achieved.

#### 4. Communication with Parents and /or Whanau

**Goal:** *To communicate regularly with parents and /or whanau regarding their child(ren)'s learning, care , interests, progress and areas for development and regarding the centre's policies and programmes.*

**Key Responsibilities include:**

- Establish relationships based on respect and trust to enhance learning opportunities for children
- Greet parents and children by name and ensure families and all visitors feel valued and welcomed
- Demonstrate a courteous and professional demeanour to all parents, colleagues and visitors
- Ensure all parents' comments and concerns are dealt with or handed on to the Senior Teacher appropriately
- Attend centre family events, celebrations including parent evenings
- Provide meaningful feedback to parents on the development and events of the child's day
- Contribute to formal methods of communication, including parent newsletters, management reports and parent evenings

#### 5. Professional development

**Goal:** *Keep professionally up to date through personal and professional development.*

**Key Responsibilities include:**

- Participate in ongoing professional development and share the acquired information and experience with the team
- Ensure knowledge and skills are developed and maintained for competent performance of current position
- Maintain an understanding of "best practice" and relevant theory and research in ECE
- Participate and complete self, peer and management appraisal
- Ensure individual goals are developed with Head Teacher and agreed with the Manger each year.
- Maintain currency of first aid and teacher registration

#### 6. Health and Safety

**Goal:** *Ensure a safe and healthy working and learning environment is maintained at all times.*

**Key Responsibilities include:**

- Understand health and safety responsibility according to health and safety legislation and centre policy and procedures
- Take responsibility for your own health and safety and ensure no action or inaction on your own part harms others in the workplace

#### 7. Projects or Other Duties

**Goal:** *To carry out special duties, as requested, from time to time.*

**Key Responsibilities include:**

- Provide support and expertise to other teachers, team members and the management team as required on special projects

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

# Early Childhood Teacher - Person Specification

## Education

- Diploma in Education and Learning (Early Childhood) or equivalent

## Required Certificates/Licences or Memberships

- Teacher Registration certificate or working towards one
- Current First Aid Certificate

## Technical or Professional Knowledge and Experience

Preferably experience in:

- Across all ages in ECE
- In curriculum planning
- Of Te Whaariki
- Using learning stories as a tool for assessment and planning an advantage
- Of diversity issues

## Behaviours

### Core Behaviours

#### **Children/Families Focus**

Developing and sustaining productive children/families relationships and making their needs a primary focus of one's actions

#### **Contributing to Team Success**

Actively participating as a team member and supporting the team toward the completion of goals.

#### **Building trust**

Interacting with others in a way that gives them confidence in one's intentions and those of ABELC

### Position Specific Behaviours

#### **Applied Learning**

Understanding and applying new job-related information in a timely manner.

#### **Work Standards**

Setting high standards of performance for self and others, assuming responsibility for the successful completion of tasks.

#### **Managing Work (including time management)**

Effectively managing one's time and resources, to ensure that work is completed efficiently.

#### **Valuing Diversity**

Appreciating and making best use of the diverse capabilities, insights and ideas of all individuals, and understanding differences in style, ability and motivation.