

Job Description

Aspiring Beginnings Early Childhood Teacher / Kaiako

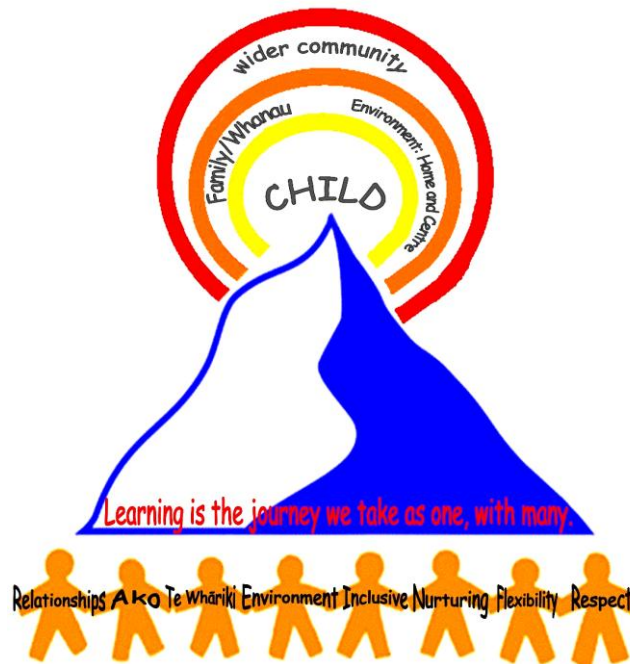
Purpose and Scope of Aspiring Beginnings:

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: Team Head 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, year group 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 HT or CM appropriately
- Attend centre events, 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.