



Northland Kindergarten Association
Te Kura Kōhungahunga Tōpū o Te Taitokerau

INFORMATION FOR APPLICANTS

Please read this information carefully. It will help you complete your application and ensure you provide us with all the information we need to process your application.

- Your application pack will include:
 - Centre Profile Description
 - Position Description
 - Application for Employment
 - CV
- Your application must be completed in full and reach the Northland Kindergarten Association by **2.00pm** on the advertised closing date. **Applications can be posted or emailed to the NKA Appointments Secretary or dropped off to the NKA office. Late applications will not be accepted.** All material will be treated as confidential.
- Please forward your completed application by the closing date to:
Appointments Secretary, Northland Kindergarten Association, PO Box 4005, Whangarei 0141
Or emailed to Appointments Secretary at: appointments@nka.org.nz
- A separate application can be sent in for each position applied for and/or your application can be kept on file for 3 months for other vacancies that may arise during the three-month period. You will need to submit a letter advising that you wish your application to be put forward to the new vacancy as advertised. Applications will only be accepted when submitted on the standard Northland Kindergarten Association application form.
- Please provide supporting material (e.g.: Curriculum Vitae) in a format that can be easily photocopied e.g.: **not in folders/plastic covers.** Supporting material should be relevant to the position applied for. **Please, no staples.**
- *Written reports are not required from your verbal referees.* If you are a new graduate please forward a copy of your final report from the training provider, and from another workplace.
- All applicants for teaching positions must have:
 - a) **A certified copy** of Diploma of Teaching ECE or Bachelor of Teaching or a recognised equivalent qualification.
 - b) A current first aid certificate (or verification that you are enrolled on an upcoming course with a certified training provider).
 - c) A current practising certificate issued by the NZ Education Council – either provisional, subject to confirmation or full registration.
- Please note that the Northland Kindergarten Association has a Non-Smoking Policy that covers all Kindergarten grounds and buildings.

On receipt of your application:

- An emailed letter confirming receipt of your application will be forwarded shortly after the closing date of the vacancy.
- Short listing of candidates will follow, and you will be advised if you are required to attend an interview. If you are asked to attend an interview you may bring a support person(s) with you.
- All interviews are conducted at the **Northland Kindergarten Association Office 2 Colenso Street, Kamo, Whangarei.**
- If you are required to attend an interview at least one of your verbal referees may be contacted.
- If you are unsuccessful in your application, your Curriculum Vitae and all other application material will be held on file for 12 months and then destroyed. If you do not wish your application to be kept by us, please advise.

If you have any queries about this vacancy or your application please contact the Appointments Secretary, phone (09) 4359 099 Ext 8 or email: appointments@nka.org.nz

Job Description – Professional Practice and Compliance Leader (K3)

1. Professional and Pedagogical Leadership

- Build capability across kindergartens to ensure high quality-quality, culturally responsive teaching and learning.
- Work directly with teaching teams and leaders through observation, coaching, mentoring, and feedback.
- Support the effective implementation of Te Whāriki, including inclusive practices for children requiring learning support.
- Ensure practices reflect Te Ao Māori and uphold the principles of Te Tiriti o Waitangi.
- Support teachers to meet the Teaching Council's *Our Standards, Our Code*.
- Lead and support internal evaluation and review processes that drive continuous improvement.
- Inspire, motivate, and challenge thinking to support ongoing growth and innovation in teaching and leadership practice.

2. Compliance, Licensing, and Quality Assurance

- Manage and oversee all MoE and ERO compliance requirements across kindergartens.
- Conduct physical audits and checks and ensure compliance documentation is accurate, complete, and submitted on time.
- Support Head Teachers and teams to prepare for MoE, ERO, and other regulatory audits and reviews.
- Monitor legislative, licensing, and regulatory changes and ensure timely communication and implementation across the Association.

3. Complaints and Risk Management

- Manage external complaints relating to teaching practice and service delivery in a fair, professional, and timely manner.
- Provide advice, guidance, and action plans to address identified issues or concerns.
- Work with leaders to resolve concerns constructively and in line with policy and legislation.
- Identify organisational, operational, and reputational risks and provide timely advice to the Chief Executive.
- Support proactive risk mitigation and quality improvement initiatives.

4. Strategic and Organisational Leadership

- Contribute as a member of the Management Team to the strategic direction and success of the Association.
- Demonstrate awareness of the political, social, and educational environment in which early childhood education operates.
- Live and promote the Association's values in all aspects of work.

5. Professional Relationships and Collaboration

- Build and maintain strong, respectful relationships with teaching teams, leaders, and colleagues.
- Work collaboratively with Professional Practice, HR, Business Manager, Administration, and Maintenance teams.
- Foster effective relationships with relevant government agencies and external stakeholders.
- Communicate clearly and effectively in written, oral, and interpersonal contexts.
- Manage conflict constructively and in line with organisational expectations.



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TEACHER APPLICATION FORM

Thank you for applying for a position with the Northland Kindergarten Association. Before completing this form please read it through carefully.

INSTRUCTIONS FOR COMPLETION OF THIS APPLICATION

- Applicants must complete this form and may use additional pages where necessary, typed applications please.
- All supporting material accompanying this application must be on A4 paper. Do not send original documents and do not enclose material in clear-file folders or similar.
- Please attach/enclose your curriculum vitae. Please no staples.

Please return the completed form by 2.00pm on the closing date to:

Appointments Secretary, Northland Kindergarten Association
PO Box 4005, Kamo, Whangarei 0141
Email: appointments@nka.org.nz

All information that you provide will remain confidential to the Northland Kindergarten. We may contact you personally if we need to clarify any information.

APPLICANT DETAILS

Applicants Name:	
Former Name:	
Address:	
Phone: Mobile: Email:	
Position applying for:	Teacher
Kindergarten:	
Date:	
Teacher Registration No:	
Category:	
Practising Certificate Expiry Date:	
Current First Aid Certificate:	Yes No
Date issued: (Please attach copy)	
Early Childhood Education Qualification:	

(Diploma, Degree or equivalent) Please provide certified copy Where training undertaken: Date ECE qualification awarded: <i>N.B. If granted equivalency by the N.Z. Qualifications Authority, a copy of equivalency certificate must be enclosed.</i>	
Other relevant qualifications:	
Current study undertaken:	
Service provider study undertaken with:	

EMPLOYMENT			
<u>Current employment:</u>			
Position:	Kindergarten/Centre	Association/Employer	Dates From – To
<u>Past paid teaching positions:</u>			
Position:	Kindergarten/Centre	Association/Employer	Dates From – To
<u>Other relevant positions held:</u>			
Position:	Employer:	From – To	

PROFESSIONAL KNOWLEDGE AND PRACTICE

1. What experience have you had leading teams in an ECE environment?

2. What does quality early childhood education look like to you?

3. What are your key strengths as an early childhood leader and how has this benefitted Tamariki, whanau and kaiako?

4. How do you ensure accountability to teaching standards, and address areas that are not met?

5. What experience do you have in leading compliance across the ECE sector?

PREVIOUS CONVICTIONS /COMPLAINTS

Have you ever been convicted of any offence against the law (apart from minor traffic convictions)?

Yes No If yes, please provide brief details:

Has the Teachers Council received complaints / concerns about your practice in the past 5 years?

Yes No If yes, please provide full details:

HEALTH

Is there any reason why you may not be able to perform the essential functions of a teaching position?

Yes No If yes, please provide brief details:

REFEREE REPORTS

Referees (Verbal) to be used with this application:

1. Referee Name:

2. Referee Name:

PERSONAL INFORMATION DISCLOSURE AUTHORITY

I, hereby authorise the collection of personal information from any current or previous employer, training establishment, other agency or individual, for the purpose of determining my suitability for the kindergarten position for which I am applying, without further reference to me.

Signature.....*N.B. Your authority is required in accordance with the provisions of the Privacy Act 1993.*

PERSONAL CONFIRMATION

Where did you hear about this job?

Education Gazette Website Word of mouth

Other:

I, hereby confirm that all information contained in this application is true and correct.

Signed:

Date: