

CARDRONA ALPINE RESORT LTD

Position Description

POSITION TITLE:	Childcare Teacher
PLACE OF WORK:	Cardrona and/or any other related locations as required
HOURS OF WORK:	Generally 8am-4pm
RESPONSIBLE TO:	Head Teacher & Snow Sports Kids Centre Manager
DIRECT REPORTS:	None
EMPLOYMENT STATUS:	Full Time, Part Time & Casual Fixed Term

What we do & our Values:

We expect all of our employees to understand what we provide & be able to lead in the delivery of our values

"Epic Experiences with our Mountain and our People"

Fun is good | We're all in this together | We are the guardians | Keeping it real | Making it Gold

Position Overview:

To work in a teaching team providing high quality care & delivering a fun educational programme that reflects the guiding principles of Te Whaariki & our unique snow environment.

Key Areas of Knowledge:

- Current NZ Teacher Registration & be qualified to teach within NZ ECE services
 - Hold a current First Aid Certificate
 - To have or are developing a working knowledge of Te Whariki our Early Childhood Curriculum;
 - Be familiar with, & work within, the NZ Teachers Standards
 - An understanding of & be able to positively promote the bicultural heritage of NZ & commitment to the Treaty of Waitangi;
 - Understand the importance of working harmoniously within a team
 - Aware of the needs of children & their families coming into a new centre
 - General understanding of children coming from other cultures
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Key Responsibilities:

Teaching

- Provide a warm, welcoming environment to children & their families
- Support the Team Leader in all aspects of the Centre's operations.
- Participate in the planning/assessment cycle & to use this information to provide appropriate learning experiences for all children

- Set meaningful appraisal goals & actively strive to work within the Teaching Standards.
- Run activities & provide experiences that are engaging, fun & inclusive
- Become familiar with the policies & procedures outlined in the Staff Manual & Department Manuals & work within these guidelines
- Positive role model & encourage the children to become confident, competent learners, independent thinkers, & active problem solvers.
- Empower children to take responsibility for their own behaviour in a way that enhances self-esteem & wellbeing.
- Work positively to promote the bicultural heritage of NZ & be committed to the Treaty of Waitangi;

Team Work

- Establish a partnership with the Team Leader & fellow teachers that is based on mutual support & open communication.
- Take responsibility for ensuring that your behaviour towards other team members is positive & constructive
- To be familiar with your role for the day & take responsibility for completing allocated tasks
- Actively participate in the daily Team Briefs, fortnightly Staff Meetings & the Self Appraisal System.

Health & Safety

- Ensure that the safety of the child is at the forefront of any decision making & that all Cardrona Health & Safety policies & protocols are followed
- Maintain a clean & safe environment for all children & staff by using safe health & hygiene practices.
- Ensure all food restrictions, allergies & medications are adhered to as advised by the Head Teacher or Snow Sports Kids Centre Manager
- Care for & use the Centre equipment & resources provided appropriately.
- Support the Head Teacher & Snow Sports Kids Centre Manager to implement appropriate action in an emergency.
- Notify the Head Teacher or Snow Sports Kids Centre manager of any building or equipment maintenance necessary.

Parents/Whanau

- Show understanding & empathy for the challenges that face children & their families during their stay & endeavour to make this as stress free as possible
- Establish Relationships with parents/whanau to achieve & support the aspirations they have for their children.
- Ensure parents are given information/feedback about their child's day

Snow Sports Programme

- Encourage children to participate in the Snow Sports Programme offered.
- Encourage children to have enjoyable snow experiences with instructors.

Confidentiality

- Ensure Confidentiality of all information gained at the Centre about children, families, staff etc.

General

- Assist other mountain departments/Management with operational or services tasks assigned by your Manager;
- Positively promote the Cardrona Alpine Resort in its entirety in every way.
- Sign out each day at the time decided is appropriate by the Head Teacher or Snow Sports Kids Centre Manager.
- To be willing to take ride-breaks when child numbers are low

Key Skills, Knowledge & Experience:

- Be receptive to feedback & participate positively & actively in all required training & performance management programs as requested.
- Show leadership & support within the teaching team
- Consistently present & maintain a neat, clean & tidy appearance & a professional image as outlined in your Department manual.
- Provide a superior level of customer service to all visitors & staff.
- Have a genuine rapport with children & their families/whanau;
- Participate in the daily routine & programme for children including the daily set up & clean up of the Centre; completing the assigned duties as directed by the Head Teacher or Snow Sports Kids Centre Manager to take the allocated breaks on time remaining in the Centre during the rest of the day ensuring staff child ratios are maintained; & therefore provide a high quality learning environment.
- Actively be a part of your role as a teacher to set up & encourage children to participate in the environment, learning experiences, & leading spontaneous & planned group experiences.

Personal attributes:

- Enjoy working as part of a team, as well as drawing on personal strengths.
- Have a helpful, friendly, warm & caring personality with a good sense of humour.
- A highly motivated, positive & outgoing personality
- Physically fit & able to lift children when necessary
- Flexible & responsive towards ideas/suggestions.
- Open to new experiences & embrace this opportunity.