



Job Description Early Childhood Teacher /Kaiako

Littlies Teaching Philosophy

We are a family owned and operated early childhood centre with a philosophy of providing quality education and care with a strong belief in building positive and collaborative relationships with children, families and the community.

Our philosophy includes a pedagogy of children's independent learning about their world, including Te Mana O Aoteroa (the uniqueness of New Zealand's educational heritage).

Carterton Preschool Littlies is committed to provide the highest quality care for children within a caring and nurturing environment. We recognise that children's emotional security is paramount and that this directly affects their learning and development. We strive to maintain a natural, peaceful and unhurried environment.

We believe in the bi-cultural practices of Aotearoa New Zealand, and endeavor to ensure all children and their whānau are welcomed here.

At Littlies we believe that effective teamwork in a respectful environment with good communication ensures children will develop secure attachments.

Promoting Freedom of Movement and working within a Primary Caregiving structure provides experiences that encourages the development of the individual child at their pace as they extend their understanding of themselves and the world around them.

We aim to -

- Provide a child and Teacher led programme based on the NZ Early childhood curriculum "Te Whāriki" with the aspiration for children *"to grow up as competent and confident learners and communicators, healthy in mind, body, and spirit, secure in their sense of belonging and in the knowledge that they make a valued contribution to society."* Te Whāriki (1996, page 9)
- Provide a safe, challenging, supportive and stimulating environment in which children can feel happy and secure with a sense of belonging.
- Provide natural play areas where children can develop strong connections with nature and learn to explore, appreciate and respect their environment.
- Encourage positive attitudes to self and others, and develop independence, responsibility, confidence and self-esteem.
- Develop a collaborative approach promoting strong relationships with parents/care givers/whanau and the wider community by encouraging their contribution and involvement.

- Communicate with families in an open, regular, meaningful and informative way in an environment that ensures the Teachers and Management are accessible and approachable.
- Give the children opportunity to take, assess and manage risks in a safe and supportive environment.
- Support children through promoting and developing the foundations of lifelong learning dispositions and skills.
- Ensure smooth transition into Littlies and within the centre
- Ensure a smooth transition to Preschool
- Encourage healthy eating, wrap free lunchboxes and recycling.
- Purchase sustainable resources where possible

Role

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: Management – Melissa Hutchings & Natasha van den Bosch

Reports to: Team Leader

Working Relationships

Teaching colleagues & Management

Children and their parents, whanau and caregivers

Advisory/Support teacher

Education and Support Agencies

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 to 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 team meetings and Teacher Only Day

Undertake appropriate teaching and administrative requirements

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 and Carterton Preschool Littlies policies and procedures

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, provide extension opportunities where possible

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 individual and group learning stories 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 Whāriki.

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 and biculturalism. 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 Maori within the centre programmes

Ensure Te Whāriki 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

To involve parents in their child's learning and aspects of our programmes

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 Team Leader 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, parent evenings and parent meetings

5. Professional development

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

Key Responsibilities include:

Participate in on going 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 Team Leader 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

8. Hours of Work

Monday – Friday as per your contracted hours

Employee Name _____ Signature _____ Date _____

Manager Name _____ Signature _____ Date _____