



Kaitiaki Kindergartens

JOB DESCRIPTION

Position:	Head Teacher
Responsible To:	Professional Practice Leader
Working Relationships:	Teaching Colleagues, Children, Family/Whānau, Local Committee, Education and Support Agencies, General Manager and other Kaitiaki Kindergartens staff
Primary Objective:	To provide professional leadership to the teaching team and kindergarten to ensure the provision of quality care and education of children.

Professional Leadership

- Fulfil the role of professional leader as outlined in this job description
- Demonstrate a thorough understanding of current approaches to effective teaching and learning across the curriculum
- Understand and apply, where appropriate, current practices for effective leadership and management from both within and beyond education
- Provide professional leadership to the Kindergarten team by encouraging vision and innovation
- Facilitate the development and implementation of practices within the Kindergarten that reflect the dual heritage of Aotearoa / New Zealand
- Reflect on their own performance appraisal and demonstrate a commitment to their own ongoing learning
- Participate in procedures and practices to maintain, affirm and improve team effectiveness
- Motivate and support the teaching team to improve the quality of teaching and learning
- Display ethical and responsible behaviour
- Provide an environment in which health and safety are of vital importance.
- Display overall responsibility for a quality programme, including consultation with parents and community and the management of the teaching team.

Relationship Management

- Identify, establish and foster relationships within and between the Kindergarten and the wider community
- Communicate effectively with a range of individuals and groups
- Manage conflict effectively and work actively to achieve resolution

Operation and Management

- Comply with all relevant legislation and with monitoring and reporting requirements
- Effectively and efficiently use available financial resources and assets (within delegated areas of authority) to support Kindergarten operations
- Administer kindergarten operations and systems to a highly professional standard.

Strategic Management

- Understand the implication of Aotearoa / New Zealand's changing culture, social and economic context and reflect these changes in the Kindergarten
- Establish and engage in processes of review that facilitate continual improvement.
- Initiate, plan and manage the Kindergarten programme and practices to reflect a commitment to focusing the Kindergarten on continual improvement.

You are also required to meet the standards required of an experienced teacher:

Teaching and Learning

- Demonstrate a high level of knowledge of Te Whāriki and of current learning, teaching and assessment theories.
- Demonstrate a commitment to their own ongoing learning and teaching
- Demonstrate knowledge of the Treaty of Waitangi, te reo and tikanga Maori
- Demonstrate expertise and refined approaches in all aspects of curriculum assessment and evaluation practices
- Continually evaluate and reflect on their teaching and act on areas where it can be improved
- Utilise assessment as a conscious practice of noticing, recognizing and supporting documentation

Learning Environment

- Demonstrate a high level of commitment to children's well-being and social competence
- Demonstrate a wide range of approaches that facilitate all children's engagement in learning
- Effectively facilitate challenging learning environments
- Maintain high expectations of all children that value and promote learning
- Maintain and promote positive relationships with children that respect their individuality, culture and place in their community

Communication

- Demonstrate highly effective communication skills when interacting with children, colleagues or family / whānau
- Demonstrate effective skills in responding to the aspirations of family/whānau and caregivers
- Display ethical and responsible behaviour

Support for and Co-operation with colleagues

- Support and provide effective assistance to colleagues in improving teaching and learning
- Encourage others and participate in professional development
- Contribute to wider kindergarten operations
- Contribute towards the effective functioning of the total kindergarten's relationships with the Association and wider community

Kindergarten Administration

- Sustain knowledge and skill in relation to Association administrative requirements