

Description of Position

Pre-School Teacher

Responsible to: The Head of Department, and through the Head of Department to the Principal.

Responsible for: Setting up conditions which lead to successful learning and development for all children under his/her care, as detailed below, taking direction from the Head of Department and School policy.

Role Requirement

1. Personal Statement:

The pre-school teacher should assist in the creation of a warm caring and stimulating atmosphere in which the children feel safe to develop to their true potential. The Pre-School teacher should hold values in keeping with the special requirements of the school.

Key Tasks. The Pre-School teacher will:

- 1.1 show concern for the welfare of pupils and staff;
- 1.2 be a positive role model;
- 1.3 create a positive working environment;
- 1.4 maintain a sense of fairness;
- 1.5 provide support for pupils, parents and staff;
- 1.6 create a highly motivating atmosphere;
- 1.7 have a clear sense of purpose and direction; and
- 1.8 aim to cater for the individual needs of children.

Outcome:

A safe happy environment that encourages growth from everyone.

2. Professional Statement:

The Pre-School teacher is responsible for designing, implementing, and monitoring a self-improving programme where each child is working at an appropriate level and achieving success in line with school expectations.

Key Tasks. The Pre-School teacher will:

- 2.1 set a good example as a role model;
- 2.2 ensure high standards of teaching;
- 2.3 work co-operatively with and support the work of other teachers;
- 2.4 monitor and support the children's' progress;
- 2.5 provide effective plans for delivering a successful programme;
- 2.6 provide evaluation which encourages growth;
- 2.7 fulfil the requirements for keeping efficient records;

- 2.8 attend and participate in staff meetings extra curricular duties and events;
- 2.9 keep up with professional reading and current developments;
- 2.10 take part in a staff appraisal programme and in the setting of goals;
- 2.11 assist with curriculum development and be conversant with it;
- 2.12 maintain standards of behaviour and expectations relevant to The Cathedral Grammar School;
- 2.13 manage and control the day to day administration of the class; and
- 2.14 carry out duties in a professional manner.

Outcome:

The efficient and effective day to day operation of the pre-school in which high standards of each member are truly valued.

3. Communication Statement:

The Pre-School teacher communicates clearly and honestly to all children, parents and staff.

Key Tasks: The Pre-School teacher will:

- 3.1 provide professional reports and feedback on all aspects of classroom life to the Head of Department;
- 3.2 establish clear warm and supportive lines of communication with each member of staff;
- 3.3 provide feedback so that they feel a valued professional person;
- 3.4 promote an atmosphere where each member feels a valued member of a co-operating team;
- 3.5 provide support for colleagues;
- 3.6 communicate clearly to the children the accepted norms of the school and society;
- 3.7 ensure that the children know that they are very valued members of the community;
- 3.8 preserve confidentiality;
- 3.9 provide an effective liaison between school and home, via face to face and online communication, report systems, formal and informal interviews and warm interactions;
- 3.10 welcome all visitors to the pre-school and provide information about the school its policies and programmes, as appropriate;
- 3.11 liaise with colleagues to ensure a smooth transition from class to class;
- 3.12 co-operate with other professionals to assist the further development of either children or programmes;
- 3.13 promote The Cathedral Grammar School to the community through personal or school contact; and
- 3.14 demonstrate loyalty.

Outcome:

The Pre-School will present a welcoming environment where everyone values and is supportive of the aims of the Pre-School.

Application Form

1. Applicant's Details

Position applied for:	
Surname / Family name:	
First name(s):	
Postal Address:	
Email address:	
Home phone:	
Mobile phone:	
Work phone:	
Current position:	

2. Eligibility for employment in New Zealand

Please indicate which employment status you currently hold to work in New Zealand;
(Circle one)

New Zealand Citizen	Permanent Residency	Current Work Permit	I intend to apply for a Work Permit should this application be successful
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- I consent to The Cathedral Grammar School seeking verbal or written information about me from representatives of my current or previous employers and authorise the information sought to be released by them to the School for the purposes of ascertaining my suitability for the position I am applying for. I understand that the information received by the School is supplied in confidence as evaluative material and will not be disclosed to me.

5. REFEREES

Please provide the names and contact details of at least 3 referees, at least 2 of whom must be work related, who can provide the school with a comprehensive assessment of your suitability for the position applied for.

Name	Position	Contact Number(s)

6. GENERAL

The Cathedral Grammar School provides an Anglican based education. Are you prepared to support this special character of the school?	YES	NO
Appointment to this position may involve a commitment to school activities outside of normal school hours, e.g. Chapel Services, Sports Coaching etc. Do you commit to involvement in these activities?	YES	NO

6. GENERAL

Staff at Cathedral Grammar have up to 2 days Professional Development during each school holiday period. Do you agree to this commitment?	YES	NO
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What are your interests/hobbies/sports/clubs or community activities?

7. DECLARATION

I.....(full name) declare that to the best of my knowledge the information in this application form and the information contained in any resume provided is correct and I understand that if any false or deliberately misleading information is given, or any material fact suppressed, I will not be accepted, or if I am employed, my employment will be terminated.

Signed:..... Date:.....

Note: The following must be attached to this application;

1. Curriculum Vitae
2. Cover Letter