

## **JOB DESCRIPTION**

<b>Position:</b>	<b><u>Early Childhood Teacher</u></b>
<b>Responsible to:</b>	<b>The Director, Centre Head Teacher and Assistant Head Teacher on a daily basis.</b>
<b>Functional Relationships:</b>	<b>The Director, Administrative Assistant, Centre Head Teacher, Centre Assistant Head Teacher, students on posting, Parents and Centre staff.</b>
<b>Description of Position:</b>	<b>To work alongside teachers and parents co-constructing knowledge with children.</b>

### **Curriculum and Pedagogy**

#### ***Key Tasks***

1. To implement a curriculum which provides a safe environment that promotes a sense of well-being and belonging, for children and their families, while alongside other teachers, parents and children will contribute to constructing the curriculum.

#### ***Expected Outcomes***

- Contributes ideas and resources which enhance and support children's learning.
- Uses reflection to creatively enrich the curriculum.
- Will always be engaged with teaching and learning based on the Association's agreed pedagogy.
- Can articulate their practice through theory, knowledge and understanding.
- Shows commitment to the principles of Te Tiriti o Waitangi and this will be reflected in the practiced curriculum.
- Programme is responsive to all members of our community.
- Actively listens and responds to children participating in authentic interactions which extend the children's learning
- The curriculum reflects the children's, their family/whānau's and teacher's understandings and working theories of the local community and the wider world.

2. Assessment of the children and evaluation of the programme will be carried out.

#### ***Expected Outcomes***

- Data is collected, assessed and evaluated as per OUCA stated guidelines, the Criteria.
- Will provoke children's learning through responsive and intentional teaching.
- At staff meetings an active contribution is made to planning and evaluating the curriculum.
- Non-child contact time is used effectively for the purpose of documentation, research and other tasks as directed.

3. A relationship is built with all parents/whānāu

#### ***Expected Outcomes***

- Reciprocal channels of communication are established and maintained with all parents.
- **All parents are respected as part of the learning community and therefore are welcomed, informed and consulted .**
- Positive and respectful relationships are formed with children and families.
- **A commitment and responsibility to equity is exhibited.**

4. The environment supports the curriculum.

**Expected Outcome**

- The environment is ordered, aesthetically pleasing and invites children to participate and responds to the current curriculum.
- equipment is stored, used and cared for to ensure 'fit for purpose' in all centres.
- the environment is viewed as the third teacher.

**Health and Safety**

**Expected Outcome**

5. A healthy and safe environment at all times.

**Expected Outcomes**

- Teachers are physically able to respond effectively to children and their environments.
- Adherence to OUCA policies and practices
- Vigilance to ensure the wider environment is safe.

**Communication**

**Expected Outcome**

6. You communicate clearly and honestly with the Head Teacher, Team Leaders, colleagues, parents, whānau and children.

**Measures of Performance**

- Positive and respectful communication will be maintained providing an environment of openness and trust.
- Parents feel welcome and at ease with the centre.
- Facilitate exchange of information, and so widen our community and enrich the learning environment for the children.
- All know their contribution is valued.
- Privacy of information and confidentiality are respected.

**The expectation is that you will:**

Take reasonable care of all equipment, furnishing and fittings.

Return all 'community' equipment to the pool **intact** or any damage notified.

Attend scheduled staff meetings

Contribute to decision making

At all times follow the Centre's policies and practices

Keep to the rules outlined in the staff handbook

Contribute to centre self-reviews.

Be self motivated taking responsibility for your own learning which may occur in your own time without remuneration.

Work collaboratively with your teaching team and with Association teachers and the wider community.

**Take all problems to Head Teacher:**

including parent, health matters concerning the children enrolled, maintenance and/or safety of Centre buildings and equipment

**Person specifications:**

a reflective teacher

an advocate for children

enthusiasm for the job

strong professional ethics

ability to work successfully within a team

respect for children and adults' individuality

Signature: \_\_\_\_\_

Date: \_\_\_\_\_