

1. KIWI TREASURES EARLY LEARNING CENTRE (ELC)

1.1 Job Description for ECE Registered Teacher

1. Role Description:

Our Centre is responsible for providing quality early childhood education services to preschool-aged children in Stoke, Nelson. The role of the ECE Teacher is to guide the child's educational and developmental journey using Te Whaariki as the base.

This position is:

- responsible for supporting and providing assistance to the personnel employed at the Centre
- to support the Centre Manager to ensure the strategic, operation and financial objectives are met
- to ensure a high-quality educational programme is delivered
- to support the overall strategic plan of the Centre.

2. Responsible To:

This position reports to the Head Teacher and Centre Management.

3. Functional Relationships:

This role is expected to work with other ECE Teachers in our Centre, our Head Teacher and Centre Management. Key external relationships are with parents/caregivers/guardians/whanau.

4. Key Tasks / Expected Outcomes

Key Tasks	Expected Outcomes
Learning and Teaching	<ol style="list-style-type: none">are competent in the content of Te Whārikidemonstrate and discuss developments in current learning, teaching and assessment theoriesdemonstrate knowledge of Treaty of Waitangi, te reo and tikanga Māoridemonstrate appropriate curriculum assessment and evaluation practices that are consistent with the principles of Te Whārikievaluate and reflect on teaching and learning with a view to improvementutilise assessment as a conscious practice of noticing, recognising supporting documentation
Learning Environment	<ol style="list-style-type: none">demonstrate effective positive guidance strategies

Key Tasks	Expected Outcomes
	<ul style="list-style-type: none"> ii. develop competent practices in facilitating children's engagement in learning iii. create and maintain a safe environment that is conducive to learning iv. establish high expectations that value and promote learning v. maintain and promote positive relationships with children that respect their individuality, culture and place in their community vi. is an advocate for high quality health and safety practice for adults and children and proactively seeks and works to eliminate identified health and safety issues/hazards
Communication	<ul style="list-style-type: none"> i. communicate clearly and accurately in either or both of the official languages of Aotearoa/ New Zealand ii. communicate effectively with children, colleagues, family/whanau and caregivers iii. provide regular feedback that contributes to the child's learning pathway iv. involve parents/whanau in the Centre programme v. display ethical and responsible behaviour vi. mentors others in health and safety best practice, including accurate reporting, recording and reviewing of reports vii. demonstrates effective communication within the team. Proactively handles any significant communication issues in a timely and professional manner viii. requests support from Centre Manager as appropriate ix. acknowledges parent's aspirations for their child
Support for and Co-operation with Colleagues	<ul style="list-style-type: none"> i. establish and maintain effective working relationships with colleagues ii. encourage others and participate in professional development if requested to
Contribution to Wider Centre Operations	<ul style="list-style-type: none"> i. contribute to the life of the Centre, its children, parents and community
Centre Administration	<ul style="list-style-type: none"> i. maintain accurate records in relation to Centre administrative requirements ii. proficient in using ICT systems iii. is conversant with the Early Childhood Regulations 2008, Centre policy manuals and all other relevant legislation iv. participates in regular review of the Statements of Teaching practice and other Centre procedures and practices v. participates in regular documented staff meetings if requested to

Key Tasks	Expected Outcomes
Professional Learning	i. displays an ongoing commitment to their own professional learning
Nurturing and Care	i. promotes feelings and fosters relationships of security and care ii. guided by each child's individual rhythms with the pace and time of routines guided as far as possible by the child's needs iii. care routines are seen (or possibly undertaken) as opportunities for meaningful interactions and relationship building iv. time is given for children to practice their developing self-help and self-care skills when eating, drinking, toileting, resting, washing and dressing v. responds to children's verbal and non-verbal cues

5. Standard Conditions of Appointment

Please refer to your Individual Employment Agreement

6. Person Specification

Essential:

- *Undergraduate degree in ECE teaching practice minimum*
- *Provisional or full current teacher registration from New Zealand Teachers Council*
- *No convictions or cases pending for fraud, physical assault or substance abuse (includes alcohol) (subject to Police vet check)*

Desirable:

- *At least two years' experience in New Zealand-based ECE service*
- *Full driver's license*