



Nelson District Free Kindergarten Association Inc.

Teacher Job Description

Te mahi tika o ngā kaiako

Responsible to: Head Teacher
Senior Education Advisor
Chief Executive Officer

Working relationships: Teaching team, management team, Association Board of Trustees, children, parents/whānau, local committees, education and support agencies.

Primary objective: To establish, maintain, and promote excellent early childhood education that is accessible to all and meets the needs of children, whānau, and communities.

Professional and theoretical knowledge	
1. Understanding and implementing <i>Te Whāriki</i>	<ul style="list-style-type: none"> a. Teachers will have a working knowledge of <i>Te Whāriki</i> b. Teachers will use <i>Te Whāriki</i> in their documentation c. Teachers will be able to articulate their teaching practice and relate it to <i>Te Whāriki</i>
2. Assessment and planning	<ul style="list-style-type: none"> a. Teachers will have a sound understanding of planning and assessment theory b. Teachers will effectively document children's learning for planning and assessment c. Teachers will effectively work with the teaching team and contribute to group assessment and planning practices
3. Demonstrate a knowledge of and commitment to the Treaty of Waitangi	<ul style="list-style-type: none"> a. Teachers will be able to articulate their understanding of and commitment to the Treaty of Waitangi b. Teachers will seek to improve their knowledge of tikanga me te reo Māori c. Teachers will actively contribute to improving learning outcomes for Māori children
4. Develop and apply effective teaching and learning strategies	<ul style="list-style-type: none"> a. Teachers will develop teaching and learning strategies based on up-to-date understandings of learning and development b. Teachers will evaluate and document the effectiveness of their teaching and learning strategies c. Teachers will demonstrate a commitment to ongoing professional development d. Teachers will develop and implement strategies to manage their time effectively.
5. Provide a safe teaching and learning environment	<ul style="list-style-type: none"> a. Teachers will provide a teaching and learning environment that meets the requirements of the Playground Safety Standards and OSH b. Teachers will demonstrate effective positive guidance techniques
6. Demonstrate a high standard of literacy and numeracy	<ul style="list-style-type: none"> a. Teachers will demonstrate a high standard of literacy in written and verbal communication b. Teachers will demonstrate a high standard of numeracy in written and verbal communication

	c. Teachers will demonstrate effective use of information communication technology (ICT) and seek to improve their knowledge to keep up to date with the technology that exists in children's lives.
7. Comply with Ministry of Education Regulations and Association policies and requirements	a. Teachers will have a working knowledge of Ministry of Education regulations and implement these in their professional practice b. Teachers will have a working knowledge of Association policies and requirements and implement these in their professional practice
Links to Professional Standards for Kindergarten Teachers	
<ul style="list-style-type: none"> • Key performance area 1: learning and teaching • Key performance area 2: learning environment 	
Links to Registered Teacher Criteria	
<ul style="list-style-type: none"> • Criteria 2, 3, 6, 8, 10, 11, 12 	
Links to Teacher Code of Ethics	
<ul style="list-style-type: none"> • 1a, 1b, 1c, 1e, 3c, 4a, 4b, 4e 	

Relationship building	
8. Communicate sensitively, objectively and regularly with parents/whānau	a. Teachers will communicate effectively with parents/whānau about children, their learning and their wellbeing b. Teachers will develop and maintain effective and respectful relationships with parents/whānau of all cultures c. Teachers will develop and maintain effective and respectful relationships with Māori whānau d. Teachers will involve parents/whānau in the teaching and learning programme
9. Communicate effectively with community and external agencies	a. Maintain positive and professional relationships with other members of the early childhood sector and the education sector as a whole b. Communicate effectively with other agencies to ensure children and parents/whānau have the best help available
10. Maintain and demonstrate a professional relationship with the Association	a. Maintain and demonstrate good will to Nelson District Free Kindergarten Association Inc. and delegated managers b. Actively contribute to the ongoing success of Nelson District Free Kindergarten Association Inc., and its strategic and annual directions/plans
Links to Professional Standards for Kindergarten Teachers	
<ul style="list-style-type: none"> • Key performance area 3: communication • Key performance area 5: contribution to wider Kindergarten operations 	
Links to Registered Teacher Criteria	
<ul style="list-style-type: none"> • Criteria 1, 2, 3, 7, 9, 10 	
Links to Teacher Code of Ethics	
<ul style="list-style-type: none"> • 1e, 2a, 2b, 3a, 3b, 4a, 4e, 4f 	

Team collaboration	
11. Work effectively with colleagues and volunteers to accomplish Kindergarten goals	a. Teachers will show sensitivity to the needs of others and use appropriate conflict resolution procedures if conflict arises b. Teachers will actively encourage and support democratic processes in decision making c. Teachers will exchange information freely with and inform their Head Teacher when issues arise that concern the Kindergarten
12. Contribute to the success of the team	a. Teachers will actively work to achieve the strategic goals of the Kindergarten b. Teachers will contribute to and uphold the Team Agreement c. Teachers will raise, work through and resolve issues in a timely and professional manner d. Teachers will work effectively with the Head Teacher e. Teachers will display ethical and responsible behaviour at all times
Links to Professional Standards for Kindergarten Teachers <ul style="list-style-type: none"> • Key performance area 4: support for and cooperation with colleagues • Key performance area 5: contribution to wider kindergarten operations 	
Links to Registered Teacher Criteria <ul style="list-style-type: none"> • Criteria 1, 4, 5 	
Links to Teacher Code of Ethics <ul style="list-style-type: none"> • 3b, 3c, 4a, 4e, 4f, 4h, 4i 	

Adaptability and flexibility	
13. Maintain effectiveness when dealing with diverse environments and in challenging situations	a. Teachers will adjust their approach to meet to requirements of a variety of tasks b. Teachers will adjust quickly to new priorities, responsibilities and demands c. Teachers will seek support and/or professional development to help them to be effective in challenging situations
14. Tolerance of stress	a. Teachers will maintain their professionalism when under stress and acknowledge and seek support from others when stressed b. Teachers will identify ways to reduce job stress and use appropriate coping techniques when in stressful situations (e.g., humour, positive thinking, breathing, communication)
Links to Professional Standards for Kindergarten Teachers <ul style="list-style-type: none"> • Key performance area 4: support for and cooperation with colleagues 	
Links to Registered Teacher Criteria <ul style="list-style-type: none"> • Criteria 1, 4, 7, 9, 12 	
Links to Teacher Code of Ethics <ul style="list-style-type: none"> • 3c, 4a, 4b, 4e, 4f 	

Last updated: 9 November 2012.