

## NELSON DISTRICT FREE KINDERGARTEN ASSOCIATION (INC.)

Ngā Kohungahunga mai Whakatu ki Aorere

### HEAD TEACHER – POSITION DESCRIPTION

#### Kaiako pākeke – kaupapa kaimahi

**RESPONSIBLE TO:** Senior Education Advisor, CEO

**DIRECT REPORTS:** Teachers, Teacher Aides, Administrators

**PRIMARY OBJECTIVE:**

To ensure the delivery of excellent early childhood education in their Kindergarten or Centre, through management of curriculum delivery, leadership of teaching and other staff, and operation of the Kindergarten or Centre in accordance with Association policies.

**DELEGATED AUTHORITY:**

The Head Teacher is authorised to:

	Key Tasks	Expected Outcomes
<u>Professional &amp; Theoretical Knowledge</u>	Understand and implement Te Whāriki	<ul style="list-style-type: none"> <li>• Through leadership demonstrate how teaching practice reflects the principles and strands of Te Whāriki</li> <li>• Demonstrates a shared understanding the goals of Te Whāriki and how these can be achieved through teaching and learning strategies</li> </ul>
	Implement assessment and planning systems	<ul style="list-style-type: none"> <li>• Demonstrates a practical understanding of assessment and planning theory</li> <li>• Ensures the teaching team engages in effective ongoing processes of assessment, planning and evaluation</li> </ul>
	Develop and apply effective teaching and learning strategies	<ul style="list-style-type: none"> <li>• Demonstrates that teaching and learning strategies for the Kindergarten or Centre reflect the Kindergarten or Centre’s philosophy</li> <li>• Leads a process of continual evaluation and reflection on teaching to identify opportunities for improved effectiveness</li> </ul>
	Incorporate knowledge of the Treaty of Waitangi, te reo and tikanga Māori into teaching and learning strategies to ensure success for Māori as Māori	<ul style="list-style-type: none"> <li>• Ensure ongoing development of te reo Māori me ngā tikanga Māori is evident within the Kindergarten or Centre</li> <li>• Fosters an environment where teaching practices reflect a commitment to Te Tiriti o Waitangi</li> </ul>
<u>Professional Leadership</u>	Develop Kindergarten or Centre philosophy reflecting the unique community needs	<ul style="list-style-type: none"> <li>• Teaching team engaged in developing, implementing and evaluating a philosophy that reflects the learning goals of the Kindergarten or Centre and whānau</li> <li>• Ensuring that professional teaching practice reflects the stated philosophy</li> </ul>
	Ensure full knowledge and compliance with Early Childhood Regulations/Licensing Criteria/Te Whāriki and Association Policy.	<ul style="list-style-type: none"> <li>• Ensures all teachers have a working knowledge of and comply with Early Childhood Regulations, other relevant legislation and Association policy.</li> <li>• Ensures Kindergarten or Centre practices are based on current theory/principles of learning and development</li> <li>• Understands and ensures compliance with safety standards for playgrounds and internal environments</li> </ul>

	<p>Provide leadership to Kindergarten staff through coaching, mentoring and appraising</p>	<ul style="list-style-type: none"> <li>• Ensures that appraisal processes meet the ongoing professional growth of teachers</li> <li>• Carries out annual appraisal of teachers, aides and administration officers</li> <li>• To know their teachers well and provide appropriate feedback and feed forward to support teachers to develop their teaching practice and other aspects of their job description</li> </ul>
	<p>Foster teamwork and cooperation amongst the Kindergarten or Centre team</p>	<ul style="list-style-type: none"> <li>• Identifies issues and works with the team and SEA as appropriate, to address any tensions that could result in conflict</li> <li>• Provides opportunities for individuals to flourish through the contribution of their strengths to the Kindergarten or Centre</li> <li>• Facilitates good communication within the team and fosters a supportive team culture</li> </ul>
<p><u>Operations &amp; Management</u></p>	<p>Ensure delivery of high quality care and education for all children within the Kindergarten or Centre</p>	<ul style="list-style-type: none"> <li>• Uses appropriate strategies to evaluate and ensure teacher performance, child safety and parental satisfaction with the Kindergarten or Centre experience</li> <li>• Allocates human and other resources in a way that provides a consistently high standard of education to all children</li> <li>• Works with the community and the Association to identify ways in which the Kindergarten or Centre can excel in ECE delivery</li> <li>• Encourages flexibility in meeting the diverse needs of their community</li> <li>• Advocates for children and whānau</li> </ul>
	<p>Effectively manage financial budgets</p>	<ul style="list-style-type: none"> <li>• Understands the financial resources available and is able to utilise these to provide the necessary resources at the Kindergarten or Centre</li> <li>• Seeks advice and assistance from the Association when required in making financial decisions</li> <li>• Complies with Association policies in terms of delegated authority and purchasing policies</li> <li>• Forecasts enrolments and works with the Association to maintain full rolls to meet budgeted targets</li> </ul>
	<p>Continually review Kindergarten or Centre resources and utilise budgeted funding to ensure that indoor and outdoor environments are of a high standard</p>	<ul style="list-style-type: none"> <li>• Ensures 5 year indoor and outdoor plans are in place</li> <li>• Liaises with Property Manager to ensure any repairs and replacements are organised</li> <li>• Conduct regular reviews of environment (indoor and out) quality to promote the principles and strands of Te Whāriki</li> <li>• Works collaboratively with family liaison group on plans to fund and implement improvements to the indoor and outdoor environment</li> </ul>
	<p>Comply with all licensing, regulatory and policy requirements in managing the Kindergarten or Centre</p>	<ul style="list-style-type: none"> <li>• Demonstrates a knowledge of licensing requirements as they relate to compliance within the set up and management of indoor and outdoor environments</li> <li>• Ensures that teachers adhere to policy requirements in all aspects of Kindergarten or Centre operations</li> </ul>
	<p>Provide a safe and healthy workplace for employees, children and whānau</p>	<ul style="list-style-type: none"> <li>• Fosters a commitment to safe work practices within the team</li> <li>• Ensures the identification and documentation of hazards and organises the elimination of these</li> <li>• Ensures records of all incidents and reports are sent to the Association as appropriate</li> <li>• Cooperates with any investigations into incidents and enthusiastically implements any improvements needed as a result of these</li> </ul>

<u>Relationship Management</u>	Develop a strong identity for the Kindergarten or Centre within the wider community	<ul style="list-style-type: none"> <li>• Ensures opportunities for the Kindergarten or Centre to be recognised as a key member of the local community</li> <li>• Promotes opportunities for the children to interact within and with the community</li> <li>• Actively promotes the professionalism of the Kindergarten or Centre through developing high quality documentation</li> </ul>
	Strive to establish and maintain a family liaison group	<ul style="list-style-type: none"> <li>• Fostering collaborative relationships with parents to encourage parent participation in the FLG</li> <li>• Works collaboratively with the FLG to identify priorities for development within the Kindergarten or Centre</li> <li>• Encourages team and FLG to work collaboratively toward shared goals</li> </ul>
	Develop high quality relationships with teachers, parents, Association staff and key agency representatives	<ul style="list-style-type: none"> <li>• Communicates professionally with parents to develop a shared understanding of the philosophy and practices of the Kindergarten or Centre</li> <li>• Ensures that the teaching team works collaboratively with parents to develop shared aspirations around learning goals and outcomes for children</li> <li>• Ensures parent’s voice is actively sought and responded too</li> </ul>
<u>Strategic Management</u>	Understand the implications of Aotearoa New Zealand’s changing cultural, social and economic context and reflect these changes in the Kindergarten or Centre	<ul style="list-style-type: none"> <li>• Works with the SEA to understand key demographic changes, new research findings and the broader implications for the ECE sector</li> <li>• Provides input into policy and other Association work that assists in interpreting the changing needs of communities</li> </ul>
	Understand and communicate the strategic plan of the Association	<ul style="list-style-type: none"> <li>• Leads discussion about the development of NTK strategic goals and contributes to these through the development of a Kindergarten or Centre annual plan</li> <li>• Provides feedback and input into planning processes when requested to assist the Board to develop effective governance</li> </ul>
	Maintain a clear vision of the Kindergarten or Centre whānau expectations and adapt to changing needs	<ul style="list-style-type: none"> <li>• Champions the process of seeking feedback from the Kindergarten or Centre community to assess whether the operating model meets current needs, when determined necessary</li> <li>• Champions the process of seeking community feedback through the bi-annual Association client satisfaction survey</li> <li>• Works with the Association to ensure that the sessions offered are aligned to community needs</li> </ul>