KILBIRNIE
Early Learners
AKOMANGA KŌHUNGAHUNGA O KILBIRNIE
EARLY CHILDHOOD EDUCATION

JOB DESCRIPTION

Early Childhood Kaiako

RESPONSIBLE TO: Centre Governance Committee via the Centre Manager and Senior Teacher.

AIMS OF THE POSITION: To participate as part of the Centre team to enable the smooth and professional running of the Centre.

To work in partnership with whānau to support learning well-being, health and safety of tamariki.

To recognise, promote and support the ethnic backgrounds of tamariki enrolled at the Centre.

To foster non-sexist, non-racist and non-judgmental attitudes.

FUNCTIONAL RELATIONSHIPS: Manager/Senior Teacher/Kaiako

Tamariki

Whānau

Governance Committee

KEY RESPONSIBILITIES AND DUTIES:

Work with the teaching team to:

- Plan and implement a comprehensive learning programme and assessment process that is consistent with the Centre's philosophy and policies, the MoE Licensing Criteria and ECC Regulations, Te Whāriki, and the Standards for the Teaching Profession;
- Demonstrate knowledge of current theory and practice in Early Childhood Education and articulate this to the Centre learning community;
- Demonstrate knowledge of the Te Tiriti o Waitangi and how te reo Māori and ngā tikanga Māori can be incorporated into the Centre programme;
- Prepare resources, supervise tamariki activities, and facilitate group times;
- Contribute to the domestic and administrative management of the Centre, including the efficient and timely completion of tasks allocated;
- Devise a professional development plan in conjunction with the Senior Teacher and Manager, which supports ongoing development, and is reflective in nature;
- Support fellow team members to meet their professional development goals;
- Provide a positive role model for other teaching staff, student teachers, tamariki and whānau;
- Promote a partnership between whānau and staff on all matters relating to the care, education and wellbeing of tamariki;
- Engage in professional discussions with whānau in relation to the learning and development of their tamariki;
- Ensure confidentiality is maintained in regard to all whānau and their tamariki.

STANDARDS FOR KEL TEACHERS

KEL teachers are required to meet the Standards for the Teaching Profession as follows:

Te Tiriti o Waitangi partnership

(S1) Across all domains of the Teaching Standards

Professional Knowledge:

(S2) Know the content and how to teach it

(S3) Know the learner and the Learning Process

Professional Practice:

(S4) Plan for and implement effective teaching and learning

(S5) Create and maintain supportive and safe learning environments

(S6) Assess, provide feedback, and report on learning

Professional Engagement:

(S7) Engage in professional learning

(S8) Engage in productive professional relationships

PERSON SPECIFICATIONS:

- Holds a recognized New Zealand early childhood teaching qualification or its equivalent.
- Holds a current practicing teacher certificate.
- Demonstrates genuine passion for the development and care of tamariki and acts with respect, warmth and kindness within their teaching practice.
- Is self-motivated to continue their own learning journey and to keeping up to date with current theory and pedagogy.
- Is inclusive, understanding and community minded.
- Demonstrates strong interpersonal, oral, written communication and relationship building skills.
- Has an understanding of the principles of partnership in Te Tiriti o Waitangi and a commitment to bicultural practice.
- Has a commitment to promoting cultural diversity, supports equitable learning opportunities for all tamariki.
- Has discretion and confidentiality - the ability to treat information divulged by whānau, staff and tamariki in the strictest confidence, and to disclose that information only in appropriate circumstances consistent with work requirements.
- Is organized and adaptable.
- Is comfortable and competent in the use of technology.

SIGNED:

Kaiako: _____

Governance Committee Chairperson (or person with delegated authority): _____

Date: _____