Job Title: Teacher/Kaiako **Position Type:** Permanent or Long-Term Reliever

Based at: Assigned Kindergarten as in letter of appointment

Reports to: Head Kaiako of the relevant Kindergartens South kindergarten

Kindergartens South:
The aim of Southland Free Kindergarten Association is to promote and provide Early Childhood Education and to establish and operate Early Childhood Education Services. There are 24 kindergartens throughout Southland communities - Invercargill, Gore, Te Anau, Riverton, Winton, Longbush, Drummond, Bluff and Lumsden. Our philosophy is We deliver excellence in early childhood education.

Purpose of the Role:
The purpose of the Kaiako role is: *to provide an early childhood education experience founded upon sound and effective educational practice that results in confident and competent children/tamariki who transition well to school.*

Principal foci of the role are:

1. *Learning and teaching:* Deliver a curriculum that reflects current understanding of sound and effective practice and ensure that day-to-day practice is aligned to the policies and procedures of Kindergartens South.
2. *Team Responsibilities:* Participate in relevant administration and operational planning to support effective practice and foster collaboration with other staff.
3. *Relationships:* Foster positive relationships with tamariki and parents/whānau.

The Kaiako role is pivotal to the success and experience tamariki have at kindergartens.

Responsibilities:
The Kaiako is engaged in the day to day operation of the kindergarten working with the tamariki and their whānau. The Kaiako's responsibilities are as follows:

Learning and teaching

- Ensure the curriculum reflects current approaches to effective teaching and learning and is aligned to the intent of Te Whariki - the Ministry of Education's early childhood curriculum document
- Adhere to educational standards and criteria as outlined in:
  - Ministry of Education National Professional Standards for Kindergarten Teachers
  - Education Council New Zealand The Code of Professional Responsibility and Standards for the Teaching Profession
  - Kindergartens South Operational Policies and Procedures
  - Kindergarten Education Early Childhood Services regulations 2008 and the Licensing Criteria for Early Childhood Education 2008
- Model responsibility for and commitment to the Treaty of Waitangi
- Commit to ongoing professional learning.

Team responsibilities

- Participate in relevant administration and operational planning to support effective practice and foster collaboration with other staff
- Complete tasks assigned by Head Kaiako
- Collaborate with other staff to ensure a rich and rewarding learning experience for tamariki
- Actively participate in training programmes provided by Kindergartens South.

Relationships

- Maintain a partnership with whanau and foster involvement in opportunities to discuss their child's aspirations and progress and how they might provide input to programmes
- Consult whānau when appropriate, gaining input to the programmes through modelling respectful and considerate behaviour
- Support and participate in parent education programmes
- Ensure information remains confidential and reflects professional conduct and related policy and procedure documents.

The Kaiako may need to complete tasks other than those listed above, as delegated by the General Manager.

Functional relationships:
Functional relationships refer to the key people and organisations that the Kaiako will work with. The Kaiako reports to the Head Kaiako of their kindergarten. This role requires sound collaboration with other teaching staff in undertaking assigned activities as well as volunteers, parents and whānau. External relationships must also be maintained with:

- Parents and whānau
- Head Kaiako and Kindergartens South leadership
- Kindergartens South staff.

Person Specification:
The Kaiako plays a vital role within Kindergartens South as the first point of contact with the tamariki in our care and their whanau. This role requires the demonstration of sound interpersonal and relationship building capability. The Kaiako needs to have:

- Early Childhood Kaiako Qualifications, including registration with the Teaching Council of Aotearoa New Zealand
- Current First Aid certification – this must be kept current
- Proven ability to manage workflow through being well organised and flexible in approaching day to day activities
- Willingness to maintain sector knowledge and identify own educational and personal development needs
- Commitment to sharing knowledge and learning with young people
- Approachable and able to relate well to parents and whānau, demonstrating sound interpersonal and relationship building skills
- Capacity to build and maintain effective working relationships with other staff
- Willingness to address challenges in a positive and proactive manner
- Flexibility, enthusiastic and responsive to change
- Be aware of and always comply with Kindergartens South policies and procedures
- Ability to meet the requirements to be physically and mentally fit to carry out their duties safely and satisfactorily as identified in the Fit for Work Guidelines.

Health and Safety:
Kindergartens South is committed to taking all practical steps to provide a healthy and safe working environment.

All employees have a responsibility to work toward ensuring that our Health & Safety Policy is effective in practice, which includes practising safe work methods, utilising and making proper use of safety equipment and eliminating workplace hazards.

Annual Appraisal:
Appraisal will be undertaken annually according to the current Kindergartens South appraisal system. Performance development will be agreed with the Senior Kaiako [and Head Kaiako] and reported to the General Manager. Appraisal will form the basis for identifying professional development and related training needs.

Financial Authority Limit:
Nil.

Signed

Job Holder: _____ Date: _____



HR & Culture Manager: Date: 22nd January 2025