Childcare Head Teacher

Kaupapa | Purpose

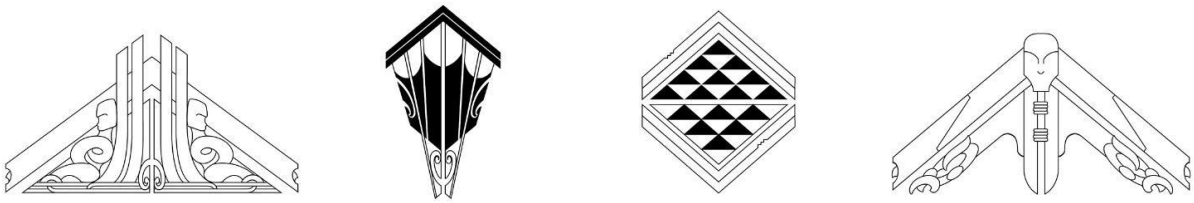
The Head Teacher is responsible for leading and inspiring their teaching team to provide high quality early childhood education and care. They ensure a nurturing, inclusive and inspiring learning environment that supports children's holistic development. Head Teachers foster positive, supportive and responsive relationships with whānau, colleagues and the wider community to create a positive and enriching centre experience. They support the Team Leader and teachers in implementing the centre's strategic plan. The role also involves overseeing curriculum implementation, mentoring teachers and also being the 'person responsible' for ensuring compliance with all legal requirements including Early childhood Regulations and Licensing Criteria.

Reports to: Childcare Centre Team Leader

Team: Childcare Centre

Date: May 2025

Toi Ohomaitanga: how we act and behave at Toi Ohomai will be guided by our values



Ngā mahi | Do

- Uphold and actively demonstrate commitment to Te Tiriti o Waitangi partnership, tangata whenuatanga, and the unique status of tangata whenua in Aotearoa New Zealand.
- Embed te reo Māori, tikanga Māori, and local iwi aspirations into programmes, practices, and professional expectations.
- Ensure equitable, culturally responsive learning opportunities that value and respect Māori ākonga and all learners' identities, languages, and cultures.
- Lead and support a teaching team to reflect the dual heritage of Aotearoa New Zealand in curriculum, environment, and practice.
- Foster strong professional relationships with learners, whānau, colleagues, community agencies, and external professionals.
- Create and maintain a learning-focused, inclusive, and safe culture characterised by respect, collaboration, empathy, and high expectations for all learners.
- Lead professional learning, inquiry, and evidence-based internal evaluation to improve outcomes for all ākonga.
- Model and promote reflective, research-informed teaching practice, aligned with Te Whāriki, national priorities, and centre philosophy.
- Oversee programme design, assessment, and planning, ensuring teaching is intentional, adaptive, and responsive to learner strengths and needs.
- Support and monitor teacher performance, including PGC processes, feedback and feedforward, and professional conversations focused on improvement.
- Ensure effective teaching practice and positive guidance strategies are consistently implemented and role modelled.
- Maintain compliance with regulatory, statutory, and professional requirements, including ECE Regulations 2008, policies, and accurate record keeping.
- Lead and manage health and safety systems, including hazard identification, incident reporting, and staff training.
- Coordinate staffing and scheduling to maintain required ratios and respond to absences effectively.
- Actively contribute to centre-wide strategic goals and undertake all reasonable and lawful duties as directed by leadership.

Demonstrate commitment to:

Te Tiriti o Waitangi. Through our developing understanding of our obligations and our connection with Te Tiriti o Waitangi as both individuals and as an organisation.

Ākonga at the Centre. Through prioritising the experience, wellbeing, and success of our ākonga in our decision-making process.

Equity. Through recognition, empowerment, and inclusion we can give greater acknowledgement of the unmet needs of Māori, Pacific and disabled ākonga and their whānau.

Vocational Education and Training Excellence. Through quality provision for all ākonga, meeting the regional needs of employers and communities.

Pūkenga | Have

Qualifications

Essential:

- Diploma in Early Childcare Education (must be recognised by NZ Teachers Council)
- Teacher Registration
- First Aid Certificate (full programme)

Desirable:

- Bachelor of Teaching in Early Childhood

Experience

Essential:

- Practical experience in working in an early childhood setting.
- Practical experience in leading and managing a team.
- Practical experience in developing high quality education programmes and well planned learning environments for all ākonga.

Knowledge of

Essential:

- Ministry of Education Early Childhood Regulations

  Licensing Criteria 2008

- Te Whāriki-2017
- Tātaiako Cultural Competencies
- Te Whatu Pōkeka
- Tapasā
- Te Pūtiki Wharanui a Tamatea
- Te Tai Whanake
- Knowledge and understanding of Te Tiriti O Waitangi
- Knowledge and understanding of Tikanga Māori & Te Reo Māori
- Our Code, Our Standards
- Child Development
- Internal Review
- Equal Employment Opportunities
- Privacy Act
- Childrens Act 2014
- Understand the Registration Process and the implementation of the Induction & Mentoring programme for provisional and fully registered teachers.
- Any additional knowledge as relevant to ECE.

Skills

Essential

- Ability to work both as a member of the team and individually.
- Demonstrate effective time management and organisation skills, and have computer skills.
- Excellent oral and written communication skills.
- To maintain a professional and positive approach with teaching staff, families/whānau and members of the community.
- Ability to be physically active in performing duties which can involve carrying and lifting of young children.
- Ability to relate well to a wide range of people.
- In depth understanding, knowledge and skills in Early Childhood education and programmes.

- Ability to provide excellence in customer service.
- Has knowledge and understanding of the dual cultural heritage of the partners of the Treaty of Waitangi as it applies to policies and practices in early childhood education.
- Ability to develop and implement quality programmes for children within a holistic framework in line with NZ Early Childhood Curriculum Te Whāriki.
- Ability to maintain confidentiality when dealing with personal or privileged information.
- Actively seeks professional development to extend on knowledge and skills.

Attributes

Essential:

- Commitment to upholding and promoting the values and philosophy of Toi Ohomai Childcare Centre.
- Experience and empathy for children and their parents/whanau.
- A friendly, approachable, flexible and positive attitude.
- Strong sense of professional ethics and codes of behaviour.
- Value and respect for cultural diversity.
- Ability to maintain appropriate professional boundaries.
- High level of motivation and enthusiasm.

Change to position description:

From time to time it may be necessary to consider changes in the position description in response to the changing nature of our work environment; including but not limited to technological requirements or statutory changes. Such change may be initiated as necessary by the manager of this position. This position description may be reviewed as part of the preparation for performance planning for the annual performance cycle.

Waiaro | Be

Authentic and Inclusive: Promote an environment of inclusion and authenticity, where all contributions are valued, . Be courageous to disrupt inequities for all, including Māori, Pacific and

disabled peoples. Hold the conviction that meaningful partnerships with Māori/iwi will contribute to progress for all.

Connected: Integrate waiora-sustainable thinking into your everyday mahi, meeting the needs of the present, without compromising our ability to meet our needs for the future. Embrace the interconnectedness of environmental, social, economic and cultural wellbeing.

Collective: Seek progress over perfection, moving forward with aroha, empathy and persistence. Maintain a focus on results and delivery to build a sustainable, world class, vocational education and training network. Lean into transformation, challenge the status quo and choose courage over comfort to create better results for Toi Ohomai | Te Pūkenga, employers, ākonga and their whānau.

Self-awareness: Navigate yourself, and lead others through change with confidence, understanding how to create the conditions you and others need to thrive. Demonstrate humility, be reflective and self-aware, always seeking to grow personally and as a leader.

Ako: Hold lifelong learning as vital in connection, hauora, and continuous improvement both personally and professionally. No matter your role, recognise your mahi contributes to making a positive difference for our ākonga and their whānau, and their ability to create thriving communities. Recognise Te Tiriti o Waitangi as a powerful mechanism for taking positive action in Aotearoa, and a pathway to achieve equity for all.

Mana tāngata: Contribute to a connected, creative, compassionate workplace, where teams are committed to growth, learning and achieving our shared purpose. Create a safe environment for learning and development, in all you do, including Te Tiriti, equity, academic and professional excellence. Recognise kaimahi and whānau wellbeing are interconnected, when we support personal and professional growth we contribute to Te Oranga/participation in society.

Ngā Hononga Mahi | Working relationships

Internal: Childcare Team Leader, Teachers, Educators and other team members, Administration Personnel and other Toi Ohomai Teams as appropriate e.g. Facilities and IT

External: Tamariki/Children, Caregivers/whanau/Family/Parents, Education review Office/Te Tari Arotake Matauranga, Ministry of Education including Learning Support and Preschool Public Health Nurses

Resource delegations and responsibilities:

Financial: N/A

People: One direct report

Line Manager Name	Sign	Date
Kaimahi Name	Sign	Date