



Teacher

Kaupapa | Purpose

To work collaboratively as a part of the teaching team to provide an environment that supports children to be competent confident learners and communicators, health in mind, body and spirit, secure in their sense of belonging and in the knowledge that they make a valued contribution to society (Ministry of Education, 1996).

Reports to: Centre Manager, Team Leaders

Team: Ōtātara Children's Centre, EIT | Te Pūkenga team

Location: Hawke's Bay Campus

Remuneration: ECECA - Early Childhood Teacher/Kaiako Pay Scale

Date: July 2024

Ngā Hononga Mahi | Working relationships

Internal: Management, Ōtātara Children's Centre team

External: Centre Whānau

Resource delegations and responsibilities:

Financial: Not applicable

People: Not applicable

Ngā mahi | Do

- Work in partnership with management, colleagues and the children's whānau to best meet the needs of children and their whānau
- Assist in planning, implementing and monitoring the implementation of the Centre strategic and annual plans
- Follow reasonable and legal directives of the Team Leader and Centre Manager
- Accept professional leadership from Team Leaders and Centre Manager
- Work collaboratively within the teaching team
- Assist in ensuring the early childhood setting offers a professional service and maintains high quality standards where all statutory requirements are met
- Reflect on and actively seek opportunities to develop own knowledge and practices

- Be familiar with and assist in implementing and regularly reviewing the Centre policies and procedures

Teaching, Learning and Development – Ako: Being a Learner

- Assist in ensuring the health, safety and wellbeing of children and colleagues at the Centre are protected and promoted
- Assist in ensuring the provision of quality curriculum in accordance with Te Whāriki, the Centre philosophy and other mandatory and guiding documents
- Demonstrate knowledge of sound, current early childhood education theory and practice across the curriculum
- Accept professional leadership in the planning, implementation and evaluation of the educational programme and consult with the teaching team using knowledge and understanding of learning and development of each child
- Assess children's learning and interests appropriately and use this information as the basis for planning and implementing programmes and documenting their learning
- Encourage participation of children across curriculum areas
- Assist in ensuring appropriate resources are made available to support the needs of each child and to facilitate quality curriculum and interactions
- Conceptualise, plan and implement a variety of interesting, responsive and aesthetically pleasing learning environments that are aimed at the development of children's working theories and inquiry based learning
- Assist children to think critically about information and ideas and to reflect on their learning
- Assist in ensuring that Centre practices and the environment are inclusive and equitable for all children
- Help children develop a positive self-image, and respect for each other, their environment and community
- Guide children's behaviour positively and appropriately
- Engage in ongoing professional development in line with centre goals and those set at your performance agreement meeting
- Keep a record of your own practice, learning and development in line with the Standards of the teaching profession

Communication and Consultation – Wānanga: Relating to others

- Demonstrate respectful, responsive and reciprocal relationships with children, parents, whānau, colleagues and management
- Communicate and consult with whānau and parents acknowledging their values, needs and aspirations
- Encourage whānau to have input into the educational programme
- Assist in ensuring whānau have both formal and informal opportunities to discuss their children's progress, interests and abilities
- Seek information and guidance from specialist services when needed and appropriate and have a working knowledge of the services available to whānau and parents
- Contribute to creating an environment of inclusion, trust, respect and understanding
- Contribute to weekly team meetings
- Attend and participate in evening full staff meetings
- Participate in termly whānau evenings
- Display ethical and responsible behaviour
- Liaise with other educational services regarding the transition of children

- Liaise with colleagues, parents, professional services and government agencies where necessary
- Welcome visitors to the service and promote the service in the community

Operation and Administration – Rangatiratanga: Being a Leader

- Have an understanding of the Licensing Criteria for Early Childhood Education and Care Centres (2008)
- Contribute to annual and strategic planning
- Reflect on and work towards implementing and monitoring the Centre strategic and annual plans
- Contribute to the implementation and regular review of the Centre philosophy, policies and procedures in consultation with Management, the Teaching Team and Centre whānau
- Assist in ensuring that daily practices are kept in line with the Centre philosophy and policies
- If not fully certified, take part in an advice and guidance programme for newly certified teachers to work towards full registration
- Actively participate in the performance agreement process and work toward performing above minimum standards
- Engage in relevant professional development
- Carry out administration tasks efficiently
- Actively participate in our culture of share responsibility
- Maintain teaching certification
- Maintain first aid training

General

- Comply with EIT | Te Pūkenga policies and procedures.
- Contribute to a healthy workplace by implementing safe work practices and strategies to effectively manage personal wellbeing.
- Undertake additional responsibilities and tasks relevant to this position as requested by the position manager.

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

- An early childhood qualification accepted by the Education Council of Aotearoa, New Zealand for Teacher Certification
- High level of ethical integrity

- Honest and reliable
- Displays common sense and initiative
- Respect and empathy for others
- Enthusiastic about working with children, parents and other adults
- Motivated, and able to be inspired and empowered by others
- Open to flexibility of work hours, rostered spaces and rooms when Centre requirements dictate
- Well organised and decisive
- Excellent written and oral communication skills
- Able to take some individual responsibility and to work as part of a team
- Commitment to ongoing learning and development
- Commitment to the teaching profession
- Maintains confidentiality and engages in professional dialogue

Teachers at Ōtātara Children's Centre are categorized as 'Children's Workers' under the Children's Act (formerly the Vulnerable Children's Act) 2014

Waiaro | Be

Authentic and Inclusive: Promote an environment of inclusion and authenticity, where all contributions are valued. Be courageous 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.

Collective: 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 EIT Te Pūkenga, employers, ākonga and their whānau.

Self-Awareness: Accept 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.

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. Contribute to maintaining 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.