



Early Childhood Teacher – Unqualified

Kaiako Whakakaakoranga Kohungahunga

Kaupapa | Purpose

- To contribute to the day to day running of kidz@Wintec
- To provide quality education and care for all children in the centre.
- To work collaboratively with the team to ensure best practice outcomes for children.

Reports to: Childcare Manager

Team: Wintec | Te Pūkenga

Remuneration: \$50,700 - \$58,000 (Band 1)

Date: June 2024

Ngā mahi | Do

- Co-operates with other colleagues with planning and implementing the centre programme
- Prepares and presents activities/experiences and shares these with groups of children at an appropriate time.
- Provides equipment and activities to promote learning.
- Works in all areas of the curriculum to promote holistic development.
- Collect resources necessary for programming.
- Provide an environment that is stimulating for individuals, small and large groups.
- Effectively manages groups of children and individuals.
- Works with children on a one to one basis, in small groups and large groups throughout each day, to promote learning.
- Responds to the needs of the children so all needs are met.
- Supervises children at a high standard.
- Provides, with other staff, a secure, safe and healthy environment.

- Follows centre rosters and carries out duties as listed.
- Shares setting up/putting away/at the beginning and end of day and also during the day as required.
- Takes turns with the household tasks to ensure centre runs smoothly.
- Provides resources that reflect other cultures.
- Ensures cultural practices are carried out daily.
- Provides a curriculum that is culturally appropriate.
- Uses phrases and words from child's own language.
- Exhibits warm, positive, responsive and reciprocal relationships, including physical contact with children.
- Respects and respond to parents different cultural and other needs, use their language.
- Displays knowledge of Tikanga Maori and Te Reo Maori, or a willingness to learn.
- Greets and farewells parent and children into the centre, sharing daily happenings.
- Attends parent get-togethers
- Supports other staff.
- Staff differences minimised.
- Routines run smoothly.
- Shares ideas for programme.
- Reads all relevant legislation.
- Complies with all relevant legislation.
- Contributes to policy reviews.
- Maintains high standards in all aspects of duties.
- Displays a confident, knowledgeable, professional staff member.
- Increases experience and knowledge of child development and theory which will lead to increased quality of performance.
- Develops ability to reflect on teaching to better one's own performance.
- Holds current first aid certificate.
- Follows all procedures for cleaning and hygiene.
- Scans environment and supervise children to prevent accidents.
- Displays competence with all emergency procedures.
- Checks environment and equipment for health and safety are completed
- Significant hazards in the area of responsibility are identified, documented and reviewed annually or as new hazards emerge.

- Significant hazards are eliminated, isolated and/or risk minimised.
- Staff in the area of responsibility are involved in the hazard management process.
- Relevant H&S training is identified and completed for key staff and those with specific job/training requirements.
- Work accidents and incidents are reported as soon as possible after occurrence; investigation reports are completed and recommendations considered.
- Observes Wintec’s mission, strategies, priorities and values in all activities.
- Follows all Wintec policies and procedures and legislative obligations.
- Demonstrates an understanding and commitment to the principles of the Treaty of Waitangi and Equal Employment Opportunities (EEO).
- Demonstrates an understanding of and commitment to Wintec’s mission, strategies, priorities and values.
- Promotes equity and diversity in the workplace; builds mutual trust; and treats staff equitably, transparently, fairly and in a culturally appropriate manner.
- Undertakes continuous improvement and development of systems, procedures and service to ensure Wintec maintains and develops its position as a leading provider of vocational education and training.
- Performs other duties as may be reasonably required from time to time.

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

-  Holds a current first aid certificate (preferred)
- At least five years’ experience working with pre-schoolers.

- Ability to contribute to a learning programme for children.
- Able to exercise judgement in problem solving.
- Ability to use initiative.
- Highly developed interpersonal and relationship skills.
- Demonstrated ability to work with colleagues to resolve issues and meet agreed outcomes.
- Physically able to lift children.

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: Administration Staff, Team Managers/Team Leaders/Coordinators

External: Students

Resource delegations and responsibilities:

Financial: NIL

People: NIL