

# HEAD TEACHER/ASSISTANT MANAGER



**Reports to: Centre Manager**

**Key Relationships: Centre staff, tamariki & whanau**

**Authority Levels: as agreed by CM**

## WHY YOU'RE HERE

At BestStart, we stand up and stand out for our children, families and communities. We're leaders in the early childhood sector, we make a difference and we love what we do. We pride ourselves on being an inclusive team. We encourage our people to bring their unique selves to work. It doesn't matter who you are, if you're passionate about making a difference, you belong here.

## WHAT YOU'LL DO

- Be a high impact leader who supports our direction
- Be an advocate for tamariki at all times
- Provide quality education and care relevant to each of our tamariki and their families/whānau.
- Be a great communicator
- Lead, drive and promote the philosophy of the centre and what we stand for
- Know your families and your team; show you care
- Role model our values, inspire and motivate others to high performance
- Unlock potential through coaching and feedback
- Assist and document observations, use to plan, implement and evaluate learning for tamariki
- Reflect on what goes well and what we can do better
- Be curious, show courage, determination and resilience
- Demonstrate the Code and Standards of the Teaching Profession
- Understand and adhere to legal, compliance and regulatory frameworks
- Ensure culturally responsive practices using Te Tiriti o Waitangi as a foundation
- Lead a team, collaborate with others to achieve the best results for our people and tamariki
- Grow your practice through a commitment to ongoing learning
- Contribute to the professional reputation of the centre

## SKILLS, KNOWLEDGE & EXPERIENCE YOU'LL NEED

- Must hold an ECE qualification,
- Fully certificated with at least 2-years experience working with tamariki in an ECE environment
- Ability to respond to the diverse cultures and experiences, and to provide inclusive and effective teaching practices which meets the needs of all tamariki
- Maintain professional and respectful relationships at all times
- Demonstrate a passion for and a commitment to teaching and learning with a focus on delivering quality learning outcomes for children
- Good verbal and written communication skills
- Self-motivated, innovative, reflective and prepared to think beyond the boundaries
- Recent professional learning

## HEALTH & SAFETY

- Actively promote and role model health & safety awareness
- Complete health & safety training as required
- Identify, report and escalate risks, health, safety and environmental hazards within the workplace and take appropriate action
- Understand and meet, any legally binding health & safety regulations