**Position Description**

**Position Title:** Teacher

**Service:** Eden Cottage Early Learning Centre

**Reports to:** Head Teacher

**Overview:**

Eden Cottage Early Learning Center offers full day and kindergarten sessions in a Christian setting for children two to five years old. Our centre was established in 1983 as Glen Eden Baptist Kindergarten and has been a long- standing provider of quality childcare in West Auckland.

As professional Early Childhood Educators, it is the aim of Eden Cottage Early Learning Centre to provide quality care and education. Each child is valued as an individual and has the opportunity to extend their learning in a nurturing and supportive environment. This will be achieved through the implementation of Te Whāriki – the New Zealand Early Childhood Curriculum and our long-term goals.

Visionwest Community Trust has been offering community-based services to people in West Auckland since 1980’s. The Trust was formally incorporated as the Friendship Centre Trust in 1988 in response to a growing desire of the Glen Eden Baptist Church to help those in need in the local community. The Trust was formally incorporated as the Friendship Centre Trust in 1988 in response to a growing desire of the Glen Eden Baptist Church to help those in need in the local community. The Trust started out small with a drop-in center at the Glen Eden Railway Station as a place where friendships were formed. The Trust responded to the needs present in the community and grew to be one of the largest community-based Trusts in West Auckland. Today, Visionwest provides services to communities in Auckland, Waikato, Bay of Plenty and Christchurch.

Visionwest Community Services include:

* Community and Supportive Housing
* Employment and Education
* Wellbeing Centre
* Home Health Care
* Huia Mai
* Early Childhood Centre
* Budgeting Service
* Pātaka kai
* Chaplaincy
* Money Mentors

**Purpose of the Position:**

* To provide high quality education and care for the children at Eden Cottage.
* To participate in planning, internal evaluation and documentation of learning at the Centre.
* To assist in the daily routines and duties that ensure smooth operation of the Centre.
* To make Te Whāriki visible in daily practice.

**Relationships:**

External:

* Ministry of Education and Special Education Services
* NZ Teachers Council
* Early Childhood Council
* Waitemata District health board

Internal:

* Head Teacher, Administrator, staff and volunteers
* Children and families of the Centre
* Staff & Volunteers of the integrated community services of VisionWest Community Trust
* Staff & Volunteers of Glen Eden Baptist Church

**Key Accountabilities:**

To the centre:

Teaching and Learning:

* Contribute to providing a program that empowers children to engage in meaningful learning experiences in where they can access resources that acknowledges their interests
* Develop a rich learning environment which supports children’s interests.
* Support inclusion of all children in Eden Cottage.
* Encourage children to develop self-help skills
* Support tamariki/whanau as they transition into Eden Cottage and into school.
* Be familiar with, and follow, centre policy on positive guidance policy.
* Help children to develop appropriate social and emotional competence.
* Contribute to curriculum planning, Internal Evaluation documentation and health and safety documentation – Quality participation in curriculum planning, review and recording of health and safety documentation.
* Participate in learning plans and documentation of learning for individual children – constructive use of non-contact time through writing Learning Stories, contributing to reviews, doing individual and group planning and wall displays.
* Carry out other duties as required in the day to day running of the centre including, but not limited to:
  + Daily rostered duties
  + Cleaning of bathrooms and floors when necessary etc
  + Preparing for, supervising and cleaning up after children’s meal and snack breaks
  + Setting up and putting away of equipment and resources
  + Assisting the children with personal care as with toileting and nappy changing
* Keep the environment safe with all cleaning chemicals out of reach of children at all times
* Consistent, quality support is given to colleagues and the children in day-to-day activities
* Tasks are completed in a timely manner

Team Participation:

* Active and supportive participation in team meetings including planning and review
* Consistent, quality support is given to the team (including volunteers and students) in planning, review and other aspects of the Centre’s operation.
* Support other team members in their work
* Supervise other team members if required by the Head Teacher
* Support Volunteers in ECE students when required
* Regular attendance at team meetings.

Health and Safety:

* Follow Health and Safety Policy and Procedures, including cleaning procedures.
* Promptly report accidents, incidents, injuries and hazards to management to ensure the continuation of a safe environment
* Active contribution is made to ensuring a safe working environment for staff, children, families as well as self.

Uphold the centre philosophy.

**Person Specification:**

The Early Childhood Teacher would ideally possess the following skills and personal attributes:

**Qualification & Experience**

* A current Practicing Certificate with the NZ Teachers Council
* Relevant ECE qualification.

**Skills and Attributes:**

* Excellent people skills, with the ability to communicate effectively with a wide range of people
* Able to teach in a centre that promotes Christian values and ethics
* Sound knowledge of Te Whāriki and other relevant Ministry of Education documents.
* Respect for other cultures, supportive of people of differing walks of life
* Willingness to learn and grow professionally
* Flexible and adaptable, but also well organized
* Able to work collaboratively as part of a team
* Able to act with composure and common sense when dealing with issues and challenges
* A passion for children and families and a vision to see lives transformed in the community
* A commitment to the vision, mission and values of Visionwest Community Trust, and an ability to work within the objectives as set out in the Trust Deed.

**0bjectives of VisionWest Community Trust**

* 1. *To encourage a spirit of Christian compassion within local communities and actively promote the message of Christianity – love, hope, mercy and kindness – through the act of providing various social care and welfare services for the under-privileged, the needy, and the disadvantaged.*
  2. *To provide direction and resources, whether financial or otherwise, in order to meet the social, emotional, physical and educational needs of the people in the West Auckland area generally (and beyond).*
  3. *To establish such service centres, programmes and facilities which will enable the provision of appropriate social services to local communities, including but not limited to; kindergarten and childcare facilities; home care services; health care services; provision of temporary and permanent accommodation and housing; educational development; counselling services; employment training services and financial services and support.*
  4. *To assist those who experience financial and emotional hardship; and those who are disadvantaged in society.*
  5. *To alleviate the difficulties of those experiencing hardships, including financial hardship and to bring relief through whatever means are available to the Trustees.*
  6. *To initiate, establish and administer any social services for the people of local communities (including children, the destitute, and the elderly) who, for any reason, are in need of care and assistance.*
  7. *To carry out such other charitable purposes within New Zealand as the Board shall determine after consultation with the Elders’ Board.*

**Mission Statement: “**Building Hope Together”