

# CAREGIVER (Unqualified ECE Teacher)

**Reports to: Centre Manager**  
**Key Relationships: Centre staff**  
**Authority Levels: as agreed with 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

- Provide amazing care and education to our tamariki
- Be a caring advisor to parents and families/whānau regarding our policies, practices, and curriculum
- Lead, drive and promote philosophy of the centre and what we stand for
- Maintain and implement great communication strategies with your team, tamariki, their families/whānau and the whole community
- Champion the team spirit and engage in activities that empower and extend tamariki's learning
- Assist and document observations and use to plan, implement and evaluate learning for tamariki
- Be familiar with the staff and centre routines; being able fully participate in centre activities
- Display knowledge and understanding of and incorporate Te Reo and Tikanga Maori into your work
- Support centre operations on all levels; whatever it takes to deliver quality BestStart care and service to our tamariki, parents and families/whānau.
- Look after your team and help them provide outstanding teaching service and care with pride
- Represent and promote BestStart as a great place to be!



## HEALTH & SAFETY

- Actively promote and role model health & safety awareness.
- Complete health and 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 and safety regulations relevant to the workplace.



## THE SKILLS, KNOWLEDGE AND EXPERIENCE YOU'LL NEED

- A passion for caring about tamariki, above all!
- Ability to learn and teach
- Ability to regulate your behavior and experiences to promote inclusiveness as one of your many interpersonal skills
- Top-notch engagement skills that enable you to work with anyone and create inspiring and long-lasting impressions!
- A love of collaborating with people from different cultural background and learning about diversity
- Great communication skills and comfort speaking with all levels of stakeholders, from our CEO to our tamariki
- Be known as an expert in your role – learn new processes and understand how to implement them quickly and easily
- A drive to get things done right and learn from your team the BestStart way
- Loads of curiosity: you are known for being proactive, asking questions, you read (a lot) and acquire an awesome understanding of ECE sector fast!