



## JOB DESCRIPTION

Job Title	Early Childhood Teacher (ECE qualified)
Responsible to:	Head Teacher,- Ponsy Kids Community Preschool
Responsible for:	Children attending Ponsy Kids Community Preschool
Functional Relationships	All teachers, staff, management, children, parents and caregivers.
Role Objectives::	To promote a quality, learning environment with meaningful, respectful relationships at the heart of what we do.  To provide an early childhood education experience in collaboration with colleagues and families, founded upon sound and effective educational practice, in keeping with Te Whariki philosophies and Ministry of Education regulations.

### Role Specifications

PERSON SPECIFICATION	Essential	Desirable
<u>Qualifications</u>	Early Childhood Diploma First Aid certificate Current teacher registration	Degree Relevant courses
<u>Skills</u>	Good communicator Flexible, Problem Solver Multi tasker, organised Time management Common sense Ability to prioritise	
Experience	Working with children	Working in an early childhood centre
Personal Qualities/Attitudes	Sense of humour, responsibility Lateral thinker	Passionate Sense of community,

	Organised Self motivated Empathy/caring Patient Happy and positive Good listener Integrity	Ability to think outside the box Ability to think on feet Spontaneous Ability to support bicultural and environmental initiatives Creative
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**Key Tasks/Functions      Performance Standard Competency/Outcome/Expected Result**

1. Learning and teaching:
  - Deliver a curriculum that reflects current understanding of sound and effective practice and ensure that day-to-day practice is aligned to the policies and procedures of Ponsy Kids Community Preschool.
  
2. Team Responsibilities:
  - Participate in relevant administration and operational planning to support effective practice and foster collaboration with other staff
  
3. Relationships:
  - Foster positive relationships with children, parents/whanau, other staff and stakeholders.

The Teacher role is pivotal to the success and experience children have at Ponsy Kids Community Preschool.

## TEACHING AND LEARNING / CURRICULUM

### KEY TASKS

1) Plan, implement assess individual learning priorities for children

2) Using philosophies of Te Whaariki, understanding of child development and age specific learning, plan and implement a quality learning programme for all children

3) Model responsibility for and commitment to the Treaty of Waitangi

4) Build and maintain meaningful and respectful relationships with children and their whanau.

5) Commit to on-going professional learning

### EXPECTED RESULTS

- Know children as learners, understand their interests, extend their understanding and knowledge through planned and spontaneous learning experiences. Keep records (individual planning sheets, shared planning sheets) to share with other teachers

- Write learning stories that are evidence of learning, showing progress over time as well as next steps for learning. Communicate this learning with parents via email and learning journey profiles. Ensure all documentation is of a standard to that of a professional teacher.

- Plan and record your use of effective teaching strategies to progress identified learning priorities

- Work effectively within the bicultural curriculum framework as outlined in Te Whaariki including using re reo Maori me tga tikanga in daily activities

- Provide high quality care and education with an emphasis on supporting the development of children's social competency, their confidence and love of learning while ensuring there are positive outcomes for all children, employing positive guidance strategies as needed

- Be willing to learn about, understand and be sensitive of differences within the learning community

- Be able to work inside and outside, plan for learning in all environments as well as plan spontaneously and flexibly

### TEAM RELATIONSHIPS

#### KEY TASKS

1) To work with and alongside other teachers, respecting their ideas and communicating effectively

#### EXPECTED RESULTS

Be a positive member of the team, working together using individual strengths and skills to develop teaching and learning ideas

Be honest and open-minded to change

Give and/or accept feedback respectfully

Be aware of the wider situation and take on jobs as needed. Be flexible

Help others as needed, with routines, positive guidance, individual children etc

## **PARENT/WHANAU RELATIONSHIPS**

### **KEY TASKS**

1. To ensure family and community feel welcomed and valued, sharing and discussing children's well-being, needs and learning

### **EXPECTED RESULTS**

Welcome/greet parents and children by name upon arrival, getting to know them as appropriate and forming good relationships

Show understanding and respect for the culture and beliefs of families

Identify and promote parent aspirations for their children

Honest communication to feedback about the day and promote trust. Ensure all parent comments and/or concerns are dealt with or handed on to head teacher

Include family and community whenever possible

Attend and contribute to centre events

## **HEALTH AND SAFETY**

### **KEY TASKS**

- 1). Ensure a safe and healthy working and learning environment is maintained at all times

### **EXPECTED RESULTS**

Take responsibility for your own health and safety and ensure no action or inaction on your own part harms others in the workplace

Know the centre's health and safety policies as well as the Ministry of Education's regulations that pertain to health and safety

Know individual children's health plans, and be responsible for the administration of medication and/or first aid as per centre policies. To keep first aid certificate current.

Know and be able to implement the centre's emergency plans in the event of an emergency.

Attend to routines in a hygienic respectful manner as per centre policies. Recognise that health is Hauora, i.e. physical, mental, spiritual and social wellbeing

## **PROFESSIONALISM**

### **KEY TASKS**

- 1). To behave as a professional ethical teacher at all times

### **EXPECTED RESULTS**

Being 'fit' for work – not under the influence of alcohol or drugs, leaving personal issues at the door so that you are happy and positive in your work relationships  
Open, honest and respectful communication, including

sharing concerns if in the best interests of children and/or the centre. Being an advocate for children.  
Time management so you are ready to start work at or before your rostered time as well as meet targets and deadlines for learning stories and other requirements  
Appropriate dress for learning with children  
Respectful relationships with everyone  
Effective organisational skills to contribute to working as a team, and ensuring 'things get done'  
Honesty  
Confidentiality  
On-going professional development and sharing of acquired information

2). Maintain teacher registration and comply with appraisal system

Add up to 3 registered teacher's criteria to yearly goals and share evidence of achieving goals at yearly appraisal meetings  
Be responsible for renewing teacher registration before it expires.  
Be aware of any wrongdoing that might jeopardise your teacher registration or be in conflict with Ponsy Kids Community Preschool code of conduct