

# Job Description



- 1. **Job Title:** Early Childhood Teacher / Kaiako
- 2. **Reporting to:** Centre Supervisor
- 3. **Section:** Child & Family Services
- 4. **Date last changed:** 8 February 2008
- 5. **Version:** 1.0
  
- 6. **Job Objective:** To ensure The Methodist Mission Early Learning Centre meets its obligations to clients, The Methodist Mission and Government agencies to provide a high quality Early Childhood Service.

## 7. Declaration

The duties of this role are not limited to those listed below, but include other duties as are required to assist in the operation of The Methodist Mission, as determined by the Child & Family Services Manager.

This Job Description will be updated annually, after consultation with the position holder, and it is intended that these updates will capture the bulk of tasks associated with the role at that time. Additionally, the General Manager may authorise a new Job Description at any time.

## 8. Key Tasks

To implement a curriculum that provides the opportunity for children to learn and grow as individuals.

To provide an environment that is welcoming and supportive of families/whanau.

To work effectively with other teachers and staff as part of a co-operative team.

## 9. Job Responsibilities

Key Tasks	Elements
As part of a team to plan, implement and evaluate an effective programme of experiences to meet the needs of children in the Centre.	Participate as a full group member in programme planning. Contribute quality, strengths based learning stories at planning meetings
To ensure the daily core programme is kept stimulating and varied with diverse range of experiences provided for the children.	Uses opportunities to provide children with a wide range of choices. Implements identified teaching strategies when working with children. Maintains an attractive and inviting environment throughout the day.
To contribute to the Observation and Assessment practices of the Centre and maintain assigned children's profile books in a professional and attractive manner at all times.	Constructive use of the two hours non contact time by each staff member. Systematic and adequate records are kept of observations and progress of children.  Children's profiles will contain strengths-based learning stories of individual children and groups of children, significant photographs and art work.

To consult and communicate with other staff to ensure that all staff are fully informed regarding children, their families and the Centre where appropriate.	Reads and contributes to meetings book and daily diary. Openly discusses Centre issues with Supervisor and other staff as appropriate.
To actively acknowledge and encourage the commitment to the partnership inherent in the Treaty of Waitangi.	Integrates Te Reo Maori and Tikanga Maori into all areas of the curriculum. Uses bi-cultural resources and teaching strategies.
To ensure all information and messages are recorded and passed on appropriately.	Effective communication between staff members.
To attend and participate in weekly two hourly staff meetings and training	Full attendance, participation and contribution at staff meetings.
To take responsibility for maintaining the Centre in a hygienic and safe manner.	All staff ensure equipment and building is clean and health and safety standards are maintained
Maintains professional confidentiality regarding all matters relating to staff, whanau and children in the Centre.	Appropriate confidentiality is maintained at all times.
To participate in annual performance appraisal.	Self, peers and supervisor contribute data for the appraisal process.
To have a commitment to gaining full teacher registration and ongoing professional development.	Access to provisional teacher registration funds and support and guidance programme in place. An annual professional development plan ensures teachers keep up to date with current issues and trends.
To support and guide new staff/beginning teachers and students as appropriate.	Be a support person/buddy for new staff and participate as an Associate Teacher when appropriate.
To participate in ongoing development of the Centre	Participate in Whole Centre Development/Training. Part of the Centre of Innovation Team as appropriate.
To model positive behaviour and attitudes to all people, showing respect and acceptance of differences as outlined in the The Methodist Mission <i>Code of Conduct</i> .	Behaves in accordance with the The Methodist Mission <i>Code of Conduct</i> at all times.
To be familiar with the contents of the Centre	Has a wide knowledge of relevant documentation and legislation.

Operations Manual, the revised DOPs 1996, Early Childhood regulations 1998 and other relevant documents	
General	<p>Abide by The Methodist Mission policies and procedures at all times.</p> <p>Provide advice to the line manager on any issues of concern</p> <p>Undertake other projects from time to time</p> <p>Meet with the line manager regularly for the purpose of monitoring workflow and workload</p> <p>Participate in annual appraisal and work-planning</p>

## 8. Authorisations

Staffing	No authority
Contractual	No authority
Financial	No authority

## 9. Relationships

Functional relationships:	<p>Child &amp; Family Services Manager</p> <p>Centre Supervisor</p> <p>Senior Teacher / Assistant Supervisor</p> <p>Family / Whanau Support Worker and other staff</p> <p>Volunteers and Students</p> <p>The Community</p>
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## 10. Person Specification

<b>Qualifications</b>	
<i>Essential</i>	<i>Desirable</i>
Diploma of Teaching First Aid Certificate	Full / Provisional Teacher Registration
<b>Skills</b>	
<i>Essential</i>	<i>Desirable</i>
<p>Time management skills</p> <p>Good planning and organisational skills</p> <p>Good interpersonal skills</p> <p>Good written and oral communication skills</p> <p>Administration skills</p> <p>Conflict resolution skills</p> <p>Familiar with early childhood environment and the policies and procedures surrounding this environment</p> <p>Good understanding of early childhood development</p>	
<b>Personal Qualities</b>	
<i>Essential</i>	<i>Desirable</i>
<p>Flexible and responsive</p> <p>Ability to build rapport with parents and children quickly</p>	

Must be warm, caring and approachable Displays appropriate actions and mannerisms that are appropriate in working with children Ability to empathise with children Ability to relate well to staff Ability to keep information strictly confidential Ability to create a fun, stimulating environment Creative and innovative Self-motivated and energetic Open minded and non- judgemental Ethical Ability to cope with pressure Ability to work as part of a team Able to use initiative effectively	
<b>Experience</b>	
<i>Essential</i>	<i>Desirable</i>
Previous experience in a similar position within E.C.E.	

## II. Authorisation of Job Description

Line Manager: \_\_\_\_\_

Date: \_\_\_\_\_

General Manager: \_\_\_\_\_

Date: \_\_\_\_\_