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| **Early Learning Counties Manukau** **Beginning Teacher Position Description** |

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| **Vision Statement** To be the best not for profit early childhood provider, in partnership with parents and community-recognising children as the heart of all we do  |
| **Position:** | Teacher |
| **Responsible To:** | Chief Executive Officer |
| **Directly Reporting To:** | Centre Manager |
| **Indirectly Reporting To:** | Operations Manager  |
| **Working Relationships****With:** | Teaching Team, Operations Manager, Children, Families, Whanau, Association, Education, Health and Social Services Agencies |

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| **Primary Objective:** To effectively contribute to the teaching team in an environment that empowers children, staff, families and whānau.  |
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| **Key Accountabilities:** * Ensure high quality early childhood care and education is provided for every child in the early learning centre
* Ensure continual improvement within the centre and work in support of the Association’s vision, values and strategic direction
* Effectively complete delegated tasks according to the specified requirements
* Ensure compliance with the Education (Early Childhood Centres) Regulations, relevant legislation, Association policies and procedures
* Access appropriate advice and support through the Centre Manager and Association administration and professional support team
* Meet the Professional Standards for ELCM Teachers relevant to their experience
* Support the Centre Manager in his/her management responsibilities
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| **Professional Standards for Beginning Teachers***Beginning teachers have not yet attained full registration. They are working with advice and guidance towards gaining the expected skills and knowledge of a teacher.* **Professional Practice*** have a sound knowledge of Te Whariki and current learning, teaching and assessment theories
* demonstrate understanding of the implications of the Treaty of Waitangi, te reo and tikanga Maori
* supports children to take an increasing role in their own learning and care
* demonstrates flexibility and responsiveness
* provides encouragement, warmth and acceptance along with the challenges for creative and complex thinking
* plans, assesses and evaluates programmes based on children’s strengths and interests with reflection on teaching and learning
* demonstrate an understanding of positive guidance strategies
* develop effective practices in engagement of children’s learning
* create and maintain a safe environment that is conducive to learning
* demonstrate expectations that value and promote learning
* establish positive relationships with children that respect their individuality, culture and place in their community
* demonstrate skills for effective communication
* co-operate with and seek support from colleagues
* to be involved in activities that contribute to the life of the centre
* develop sound knowledge and skills with support in relation to Association administrative requirements

**Communication and Consultation*** Proactive in building relationships with families and the community
* Promotes a positive and caring educational environment for children, their families and staff
* Maintain relationships with external agencies where appropriate.
* Maintain effective working relationships.
* Support the vision and values of ELCM and assist with the future directions of the company.
* Communicate effectively with children, colleagues, family/whanau and caregivers.
* Provide regular feedback that contributes to the child’s learning pathway.
* Involve parents/whanau in the programme planning and evaluation.
* Display ethical and responsible behaviour.
* Demonstrate effective communication within the team. Proactively handle any significant communication issues in a timely and professional manner.

**Operation and Administration*** Uphold the details of the licence at all times.
* Maintain accurate records.
* Comply with all relevant legislation, early childhood regulations, DOPs and ELCM policies and procedures.
* Maintain the health and safety of themselves and others at all times.
* Induct new staff members.
* Participate in relevant professional development.
* Source and convey accurate information in a timely manner.
* Participate in regular documented staff meetings.
* Participate in regular review of the centres procedures and practices.
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| **Early Learning Counties Manukau** **Fully Registered Teacher Position Description** |

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| **Vision Statement** To be the best not for profit early childhood provider, in partnership with parents and community-recognising children as the heart of all we do  |
| **Position:** | Teacher |
| **Responsible To:** | General Manager |
| **Directly Reporting To:** | Centre Manager |
| **Indirectly Reporting To:** | Operations Manager  |
| **Working Relationships****With:** | Teaching Team, Operations Manager, Children, Families, Whanau, Association, Education, Health and Social Services Agencies |

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| **Primary Objective:** To effectively contribute to the teaching team in an environment that empowers children, staff, families and whānau  |
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| **Key Accountabilities:** * Ensure high quality early childhood care and education is provided for every child in the early learning centre
* Ensure continual improvement within the centre and work in support of the Association’s vision, values and strategic direction
* Effectively complete delegated tasks according to the specified requirements
* Ensure compliance with the Education (Early Childhood Centres) Regulations, relevant legislation, Association policies and procedures
* Access appropriate advice and support through the Centre Manager and Association administration and professional support team
* Meet the Professional Standards for ELCM Teachers relevant to their experience
* Support the Centre Manager in his/her management responsibilities
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| **Professional Standards for Fully Registered Teachers***Fully registered teachers have taught for at least two years, attained full registration and display a high level of competence in the performance of their day-to-day teaching responsibilities.* * are competent in the content of Te Whariki
* demonstrate and discuss developments in current learning, teaching and assessment theories
* demonstrate knowledge of the Treaty of Waitangi, te reo and tikanga Maori
* demonstrate appropriate curriculum assessment and evaluation practices that are consistent with the principles of Te Whariki
* evaluate and reflect on teaching and learning with a view to improvement
* utilises assessment as a conscious practice of noticing, recognising and supporting documentation
* demonstrate effective positive guidance strategies
* develop competent practices in facilitating children’s engagement in learning
* establish high expectations that value and promote learning
* maintain and promote positive relationships with children that respect their individuality, culture and place in their community
* communicate clearly and accurately in either or both of the official languages of Aotearoa/New Zealand
* communicate effectively with children, colleagues, family/whanau and caregivers
* provide regular feedback that contributes to the child’s learning pathway
* involve parents/whanau in the centre programme
* establish and maintain effective working relationships with colleagues
* encourages others and participates in professional development
* contribute to the life of the kindergarten, its community and the Association

**Communication and Consultation*** Proactive in building relationships with families and the community
* Promotes a positive and caring educational environment for children, their families and staff
* Maintain relationships with external agencies where appropriate.
* Maintain effective working relationships.
* Support the vision and values of ELCM and assist with the future directions of the company.
* Communicate effectively with children, colleagues, family/whanau and caregivers.
* Provide regular feedback that contributes to the child’s learning pathway.
* Involve parents/whanau in the programme planning and evaluation.
* Display ethical and responsible behaviour.
* Demonstrate effective communication within the team. Proactively handle any significant communication issues in a timely and professional manner.

**Operation and Administration*** Uphold the details of the licence at all times.
* Maintain accurate records.
* Comply with all relevant legislation, early childhood regulations, DOPs and ELCM policies and procedures.
* Maintain the health and safety of themselves and others at all times.
* Induct new staff members.
* Participate in relevant professional development.
* Source and convey accurate information in a timely manner.
* Participate in regular documented staff meetings.
* Participate in regular review of the centres procedures and practices.
* maintain accurate records in relation to Association administrative requirements
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