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| **Early Learning Counties Manukau**  **Team Leader 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:** | Team Leader |
| **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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| **Definition**: Is a qualified, registered teacher who leads and advises the teaching team on day to day curriculum and is also responsible for the day to day management of the teaching team  **Primary Objective:** To effectively lead and contribute to the teaching team in an environment that empowers children, staff, families and whānau |
| |  | | --- | | **Key Accountability:**  Is a qualified, registered teacher who leads and advises the teaching team on day to day  curriculum and is also responsible for the day to day management of the teaching team  **OVERVIEW**  The Team Leader position is responsible for:   * The day to day management of the designated teaching team * Implementation of agreed routines. * Leadership of the team in responding to children’s learning so as to ensure high quality early childhood curriculum * Supporting the overall strategic plan of Early Learning Counties Manukau (ELCM) * Responding to staff and parent enquires in the first instance, and when necessary referring to the centre manager   Team Leaders should be fully registered.  ***Professional Leadership***   * demonstrates a good understanding of current approaches to effective teaching and learning across the curriculum * facilitates the development and implementation of practices that reflect the dual heritage of Aotearoa/New Zealand within the kindergarten * facilitates team curriculum meetings when required * reflects on own performance appraisal and demonstrates a commitment to own ongoing learning * participates in procedures and practices to maintain, affirm and improve team effectiveness * works alongside centre manager, motivates and supports the teaching team to improve the quality of teaching and learning * displays ethical and responsible behaviour * demonstrates effective communication within the teaching team. Proactively handles any significant communication issues in a timely and professional manner * acknowledges parents’/family aspirations for their child and works alongside teaching team to ensure positive relationships are established and maintained\* * supports staff in achieving goals set from their appraisal\* * supports centre manager in the implementation of regular review of teaching and learning procedures and practices\* * takes on the role and responsibilities of Centre Manager in their absence | |

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| **Professional Standards for Experienced Teachers**  *Experienced teachers are highly skilled teachers. They have a well-developed understanding of teaching and learning and are to support and provide assistance to teaching colleagues.*  **Professional Practice**   * demonstrate a high level of knowledge of Te Whariki and of current learning, teaching and assessment theories * demonstrate a commitment to their ongoing learning and teaching * demonstrate knowledge of the Treaty of Waitangi, te reo and tikanga Maori * demonstrate expertise and refined approaches in all aspects of curriculum assessment and evaluation practices * continually evaluate and reflect on their teaching and act on areas where it can be improved * demonstrate a high level of commitment to children’s well-being and social competence * demonstrate a wide range of approaches that facilitate all children’s engagement in learning * effectively facilitate challenging learning environments * maintain high expectations of all children that value and promote learning * maintain and promote relationships with children that respect their individuality, culture and place in their community * demonstrate highly effective communication skills when interacting with children, colleagues or family/whanau * demonstrates effective skills in responding to the aspirations of family/whanau and caregivers * displays ethical and responsible behaviour * support and provide effective assistance to colleagues in improving teaching and learning * encourages others and participates in professional development * contribute towards the effective functioning of the total centre’s relationships with the Association and the wider community   **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 * 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. * sustain knowledge and skill in relation to Association administrative requirements |