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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  |
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| **Key Accountability:** Is a qualified, registered teacher who leads and advises the teaching team on day to daycurriculum 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
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