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

|  |  |
| --- | --- |
| **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 |

|  |
| --- |
| **Primary Objective:** To effectively contribute to the teaching team in an environment that empowers children, staff, families and whānau. |
| |  | | --- | | **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 | |

|  |
| --- |
| **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. |

|  |
| --- |
| **Early Learning Counties Manukau**  **Fully Registered Teacher Position Description** |

|  |  |
| --- | --- |
| **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 |

|  |
| --- |
| **Primary Objective:** To effectively contribute to the teaching team in an environment that empowers children, staff, families and whānau |
| |  | | --- | | **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 | |

|  |
| --- |
| **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 |