**Counties Manukau Kindergarten Association (CMKA)**

**Release Teacher Position Information Sheet**

**Introduction**

Release Teacher positions involve working primarily in our kindergartens and centres located in the geographical areas of; North - Manukau and Manurewa, Central – Takanini, Papakura, Clevedon and Kawakawa Bay, South – Waiau Pa, Glenbrook, Pukekohe, Tuakau and Waiuku. Release teachers cover all leave including, Annual Leave, Leave without Pay, Bereavement Leave, Sick Leave, Professional Development Leave, and work in relieving positions where a vacancy exists.

**Employment Terms and Conditions**

Release teachers are employed under the Kindergarten Teachers Collective Agreement (KTCA), under the terms and conditions for permanent teachers.

Position hours are those outlined in your letter of appointment attached and employees must continue to meet the following criteria:

1. Hold a recognised New Zealand qualification as an early childhood educator.
2. Have New Zealand Education Council registration status (provisional, subject to confirmation or full registration)
3. Have a full driver’s license and own transport

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| **Work Areas** | | |
| **North** | **Central** | **South** |
| Alfriston Road | Clevedon | George St |
| Clayton Park | Conifer Grove | Glenbrook |
| Finlayson Park | Kawakawa Bay | Mason Ave |
| Hillpark | Nina Busing | Pukekohe Central |
| Homai | Papakura North | Tuakau |
| Leabank | Papakura West | Waiau Pa |
| Manukau Central | Park Estate | Waiuku |
| Manurewa West | Red Hill |  |
| Redoubt North | Settlement Road |  |
| Roscommon | ELCM Takanini |  |
| ELCM Wattle Cove |  |  |
| ELCM Alfriston College |  |  |

**Further Details**

* CMKA management and office staff coordinate relieving arrangements between release teachers and the centres the teacher works in.
* Release teachers are expected to participate fully in all aspects of the life of the centre in which they are working, including administration tasks, documentation of children’s learning, care routines for children and care of the environment.
* The employment status and job description is the same as a teacher appointed to a position in a kindergarten. Release teachers are entitled to 31 days annual leave, a minimum of 7 days Professional Time per year and 5 hours per week non-contact time.
* Release teachers will be appointed to a home centre where you will work if not required for work at other centres in your geographical area, or during set up days during term breaks and for PDL opportunities.
* Release teachers are paid for term breaks and are expected to participate in professional development both alongside their home kindergarten team they are working in, and on an individual basis.
* Release teachers may be required to work in kindergartens and centres that operate during term breaks and will be able to apply to take annual leave during term time. A minimum of 2 weeks’ notice will be given in urgent situations, and we will endeavour to give 4 weeks’ notice in all other cases.
* A travel allowance is only paid if teachers are asked to work **outside** their agreed geographical area. The travel allowance for release teachers over and above the first 10 km travelled each way is a maximum of $10 per day. (please refer to the CMKA Travel Policy)