

## TEACHER POSITION DESCRIPTION

**Our Vision - Tō tātou Whakakitenga**  
**Children + Family + Community | Together shaping our world**  
**Tamariki + Whānau + Hapori | Kia hangaia ngātahi ai tō tātou ao**

<b>Position:</b>	Teacher
<b>Responsible to:</b>	Chief Executive Officer
<b>Directly reporting to:</b>	Centre Manager / Head Teacher and Education Managers
<b>Working relationships with:</b>	CMKA/ELCM Staff, Education Managers, Children, Whanāu, Education and Support Agencies
<b>Primary Objective :</b>	<ul style="list-style-type: none"> <li>• To ensure the provision of high-quality Early Childhood Education through sound professional practice</li> <li>• To promote a positive and responsive environment for the children, their families and staff</li> <li>• To ensure continual improvement within the centre and support the overall strategic plan</li> <li>• To ensure a high-quality educational programme is delivered</li> </ul>

### Requirements of ALL Teachers (Beginning / Fully Registered / Experienced)

#### Operation and Administration

- Uphold the details of your licence at all times
- Maintain accurate records
- Comply with all relevant legislation, early childhood regulations, CMKA/ ELCM policies and procedures.
- Maintain the health and safety of themselves and others at all times.
- 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.

#### Professional Practice

- Te Whāriki used as the foundation of practice.
- Implement the principles of the Treaty of Waitangi.
- Incorporate Te Reo and Te Tikanga Maori into the programme.
- Articulate own/team philosophy and link it to current theory and principles of learning and development.
- Demonstrate appropriate curriculum assessment and evaluation practices that are consistent with the principles of Te Whāriki.
- Demonstrate equitable and inclusive practice.
- Provide an environment which extends and challenges children using the appropriate resources.
- Demonstrate a wide range of teaching strategies to empower and extend children's learning in all areas including social competence.
- Build on children's strengths, working with families sharing knowledge and aspirations for individual children as well as the collective group.
- Evaluate and reflect on teaching and learning with a view to improvement.
- Demonstrate teaching strategies that foster and support child initiated interactions, involve children in decisions and to nurture responsive relationships with all children attending the centre.
- Utilise assessment as a conscious practice of noticing, recognising and supporting documentation

#### Professionalism

- Display a productive, organised and efficient work ethic
- Display a commitment to the total needs of the organisation.
- Represent the organisation both internally and externally in a positive, professional and confidential manner
- Support staff members and the centres community through co-operative, loyal and professional actions

#### 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 CMKA/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.

**Health and Safety**

- Ensure the health, safety and well-being of children and staff at the service
- Uphold Health and Safety standards in the workplace

### Requirements of a BEGINNING TEACHER

<b>Learning and Teaching</b>	
<b>Understanding Te Whāriki</b>	Have a sound knowledge of Te Whāriki and current learning, teaching and assessment theories
<b>Assessment Theory</b>	Understands and implements the cycle of teaching, learning and assessment
<b>Treaty of Waitangi</b>	Demonstrate understanding of the implications of the Treaty of Waitangi, te reo and tikanga Māori
<b>Implementing Te Whāriki</b>	Support children to take an increasing role in their own learning and care
<b>Strategies (including use of resources &amp; technology)</b>	Demonstrate flexibility and responsiveness and provide encouragement, warmth and acceptance along with challenges for creative and complex thinking
<b>Planning, Assessment and Evaluations</b>	Plan, assess and evaluate programmes based on children's strengths, interests with reflection on teaching and learning
<b>Learning Environment</b>	
<b>Positive Guidance</b>	Demonstrate an understanding of positive guidance strategies
<b>Engaging Children</b>	Develop effective practices in engagement of children's learning
<b>Learning Environment</b>	Create and maintain a safe environment that is conducive to learning
<b>Expectations</b>	Demonstrate expectations that value and promote learning
<b>Respect and Understanding</b>	Establish positive relationships with children that respect their individuality, culture and place in their community
<b>Other Key Areas</b>	
<b>Communication Children, Colleagues, Whānau</b>	Demonstrate skills for effective communication
<b>Support and Co-operation with Colleagues</b>	Co-operate with and seek support from colleagues
<b>Contribution to wider Organisation</b>	Be positively involved in activities that contribute to the life of the centre's community
<b>Administration</b>	Develop sound knowledge and skills in relation to administration requirements. Contribute appropriately to ensure an efficient and organised administration system

### Requirements of a REGISTERED TEACHER

<b>Learning and Teaching</b>	
<b>Understanding Te Whāriki</b>	Are competent in the content of Te Whāriki
<b>Assessment Theory</b>	Demonstrate and discuss developments in current learning, teaching and assessment theories
<b>Treaty of Waitangi</b>	Demonstrate knowledge of the Treaty of Waitangi, te reo and tikanga Māori
<b>Implementing Te Whāriki</b>	Demonstrate appropriate curriculum assessment and evaluation practises that are consistent with the principals of Te Whāriki
<b>Strategies (including use of resources &amp; technology)</b>	Evaluate and reflect on teaching and learning with a view to improvement
<b>Planning, Assessment and Evaluations</b>	Utilize assessment as a conscious practice of noticing, recognizing and supporting documentation
<b>Learning Environment</b>	
<b>Positive Guidance</b>	Demonstrate an understanding of positive guidance strategies
<b>Engaging Children</b>	Develop competent practices in facilitating children's engagement in learning
<b>Learning Environment</b>	Effectively facilitate challenging learning environments
<b>Expectations</b>	Establish high expectations that value and promote learning
<b>Respect and Understanding</b>	Maintain and promote positive relationships with children that respect their individuality, culture and place in their community

<b>Other Key Areas</b>	
<b>Communication Children, Colleagues, Whānau</b>	Communicate clearly and accurately in either or both of the official languages of Aotearoa/New Zealand. Communicate effectively with children, colleagues, parents/whānau and caregivers Provide regular feedback that contributes to the child's learning pathway. Involve parents/whānau in the teaching and learning programme Display ethical and responsible behaviour
<b>Support and Co-operation with Colleagues</b>	Establish and maintain effective working relationships with colleagues
<b>Contribution to wider Organisation</b>	Contribute positively and actively to the life of the centre, its community and the organisation.
<b>Administration</b>	Maintain accurate records in relation to administrative requirements. Contribute appropriately to ensure an efficient and organised administration system

### Requirements of an EXPERIENCED TEACHER

<b>Learning and Teaching</b>	
<b>Understanding Te Whāriki</b>	Demonstrate a high level of commitment to children's well-being and social competence
<b>Assessment Theory</b>	Demonstrate a commitment to their own ongoing learning and teaching
<b>Treaty of Waitangi</b>	Demonstrate knowledge of the Treaty of Waitangi, te reo and tikanga Māori
<b>Implementing Te Whāriki</b>	Demonstrate expertise and refined approaches in all aspects of curriculum assessment and evaluation practices
<b>Strategies (including use of resources &amp; technology)</b>	Continually evaluate and reflect on their teaching and act on areas that require improvement
<b>Planning, Assessment and Evaluations</b>	Utilize assessment as a conscious practice of noticing, recognizing and supporting documentation
<b>Learning Environment</b>	
<b>Positive Guidance</b>	Demonstrate a high level of commitment to children's well-being and social competence
<b>Engaging Children</b>	Demonstrate a wide range of approaches that facilitate all children's engagement in learning
<b>Learning Environment</b>	Effectively facilitate challenging learning environments
<b>Expectations</b>	Maintain high expectations of all children that value and promote learning
<b>Respect and Understanding</b>	Maintain and promote positive relationships with children that respect their individuality, culture and place in their community respect their individuality, culture and place in their community
<b>Other Key Areas</b>	
<b>Communication Children, Colleagues, Whānau</b>	Demonstrate highly effective communication skills when interacting with children, colleagues, family/whānau Demonstrate effective skills in responding to the aspirations of family/ whanau and caregivers Display ethical and responsible behaviour
<b>Support and Co-operation with Colleagues</b>	Support and provide effective assistance to colleagues in improving teaching and learning. Encourage others and participate in professional development
<b>Contribution to wider Organisation</b>	Contribute positively and actively to the effective functioning of the centre's relationships with the organisation and the wider community
<b>Administration</b>	Sustain knowledge and skill in relation to administrative requirements. Contribute appropriately to ensure an efficient and organised administration system.