

TEACHING ASSISTANT POSITION DESCRIPTION

Position title	Teaching Assistant
Responsible To	CEO
Directly Reporting To	Teacher Assistants work under and report to the Head Teacher/Centre Manager or Acting Head Teacher/Acting Centre Manager
Indirectly Reporting To	Education Manager/ Operations Manager
Working Relationships With	Teaching Team, Head Office Managers, Children, Families, Whānau, Education and Support Agencies
Primary Objective	To effectively contribute to the teaching team in an environment that empowers children, staff, families and whānau.

Key Responsibilities

- Access appropriate advice and support through the Head Teacher/Centre Manager and Association administration and professional support team
- Co-operate with and seek support from colleagues
- Demonstrate flexibility and responsiveness
- Demonstrate skills for effective communication
- Develop an understanding of positive guidance strategies
- Effectively complete delegated tasks according to the specified requirements
- Ensure compliance with the Education (Early Childhood Centres) Regulations, relevant legislation, Association policies and procedures.
- Ensure high quality early childhood care and education is provided for every child in the kindergarten.
- Establish positive relationships with children that respect their individuality, culture and place in their community
- Establish positive relationships with head teacher, teachers, support staff, families and whānau
- Maintain a safe environment that is conducive to learning
- Participate in relevant professional development
- Provide encouragement, warmth and acceptance to all children
- Support children to take an increasing role in their own learning and care
- To be involved in activities that contribute to the life of the kindergarten
- Work in support of the Association's vision, values and strategic direction

Duties Include

- Responsibility for supervision and care of children within the sessions, as part of the teaching team ratios for lunch cover, and at other times as required
- Prepare and maintain resources
- Assist with setting up and tidying the kindergarten/centre environment
- Support the kindergarten/centre programme under the direction and supervision of teaching staff
- Assist with the routine needs of children
- Update displays and noticeboards
- Minor administration tasks as required (for example ordering resources, photocopying, filing, writing notices, etc.)
- Assisting with other duties that may arise from time to time

Position Attributes

SPECIFICATION	ESSENTIAL	DESIRABLE
Qualification and training		<ul style="list-style-type: none"> • A good general education
Experience	<ul style="list-style-type: none"> • Evidence of having worked with children in some capacity; this could be as a parent/carer. 	<ul style="list-style-type: none"> • An additional qualification in ECE
Qualities, skills, knowledge and abilities.	<ul style="list-style-type: none"> • A positive interest in working with children • A sense of humour • Adaptability • Able to work on own and as part of a team. • Ability to build good working relationships with a range of colleagues. • A clear communicator • A strong commitment to the well-being and education of young children • An understanding of and the ability to establish and maintain positive relationships across a range of clients • Personal attributes which include being energetic, motivated, reliable, trustworthy, professional, and self-managing • Suitable skills and experience with administration • Ability to work calmly and with patience. • Reliable with excellent attendance and punctuality 	<ul style="list-style-type: none"> • An interest in ICT.
Health	<ul style="list-style-type: none"> • A good attendance record 	