



HEAD 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:	Head Teacher
Responsible To:	Chief Executive Officer
Directly Reporting To:	Education Managers
Indirectly Reporting To:	Operations Manager
Working Relationships With :	Teaching Team, Children, Families, Whanau, Association, Education and Support Agencies

Primary Objective:

To effectively lead the teaching team in an environment that empowers children, staff, families and whānau.

Key Accountabilities:

- Access appropriate advice and support through the Head Teacher and Association administration and professional support team.
- 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.
- Meet the Professional Standards relevant to the profession, to the sector and their experience.
- Meet the relevant codes of practice, performance, and ethics relevant to the profession and to the sector.
- Effectively carry out delegated management duties.
- Work in support of the Association's vision, values and strategic direction.

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.

- 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 kindergarten's relationships with the Association and the wider community
- sustain knowledge and skill in relation to Association administrative requirements