

POSITION DESCRIPTION – Assistant Teacher (Nettie Riley)

Responsible to: Senior Head Teacher

Working Relationships: Tamariki, Parents and Whānau, Colleagues, Senior Teacher, Kindergarten Association Team, Government agencies and other organisations.

Nature and Scope: The Assistant Teacher is a member of the teaching team and is expected to work collaboratively with the Senior Head Teacher, Assistant Head Teacher and other team members to ensure the provision of quality early childhood care and education is implemented.

Learning and Teaching:

- Gain and implement an understanding of our curriculum Te Whāriki
- Support teachers to implement the cycle of teaching, learning, and assessment by sharing observations of children’s learning with teachers
- Reflect the place of Māori as tangata whenua and the principle of partnership inherent in Te Tiriti o Waitangi
- Continually reflect on teaching strategies, and act on areas where it can be improved
- Use Information and Communication Technology appropriately to enhance children’s learning
- May attend staff meetings, but this is not compulsory.

Learning Environment:

- Demonstrate & implement positive guidance strategies
- Develop and implement a wide range of teaching approaches that includes all children in their learning.
- Create and maintain a safe learning environment that is conducive to children’s learning
- Demonstrate expectations that value and promote learning
- Establish positive relationships with children, staff and whānau which respects their individuality, culture and place in their community.

Communication and Co-operation:

- Communicate respectfully with children and consult with teachers in a way that acknowledges and respects their values, needs and aspirations.
- Engage in respectful day-to-day conversations with whānau
- Inform teachers if a critical conversation is needed with whānau
- Work professionally, cooperatively, and effectively as a teaching team member.

Operations and Administration:

- Contribute to activities that ensure the smooth running of the Kindergarten
- Develop sound knowledge and skills in relation to Hutt City Kindergarten Association’s administrative requirements
- Participate in all aspects of health and safety requirements
- Use information and communication technology appropriately in the management of the kindergarten’s operations.

Kindergarten Learning Environment:

- Undertake general cleaning tasks to ensure the following areas are clean, safe, tidy and hygienic
- Use and store kindergarten equipment in a way that meets health and safety requirements.

Such tasks and responsibilities would include the following:

- Check toilets, basins and locker rooms before, during and after session
- Check food preparation/consumption areas before, during and after session
- Check messy play areas before, during and after session
- Floor to be clear of spills before, during and after session
- Maintain educational equipment to a high standard of cleanliness, following appropriate hygiene standards for cleaning items such as play dough equipment etc
- Ensure that hazardous materials are kept out of reach of children and stored securely
- Ensure all furniture and equipment that may have been moved during cleaning is properly secured to prevent movement in earthquakes.