



POSITION DESCRIPTION - Teacher

Responsible to: Head Teacher, Senior Teachers

Working Relationships: Children, Parents and Whānau, Colleagues, Professional Practice Manager Team, Kindergarten Association Team, Management Committee, Government agencies and other organisations

**Nature and Scope
of the Position:**

The teacher is a member of the teaching team and as such is expected to work collaboratively with the Head Teacher and other team members to ensure the provision of quality early childhood care and education is implemented to the community

Learning & Teaching:

- To understand and implement Te Whāriki.
- To implement the cycle of teaching, learning, and assessment.
- To reflect the place of Māori as tangata whenua and the principle of partnership inherent in Te Tiriti o Waitangi.
- To continually evaluate and reflect on teaching and act on areas where it can be improved.
- To participate fully in the planning, assessment and evaluating of programmes for individual and groups of children.
- To use Information and Communication Technology appropriately to enhance children's learning

Learning Environment:

- To demonstrate & implement positive guidance strategies.
- To demonstrate a wide range of teaching approaches that includes all children in their learning.
- To create and maintain a safe learning environment that is conducive to children's learning.
- To demonstrate expectations that value and promote learning.
- To establish positive relationships with children that respects their individuality culture and place in their community.

Communication & Co-operation:

- To communicate and consult with parents/guardians/whānau in a way that acknowledges and respects their values, needs and aspirations.
- To work cooperatively & effectively as a teaching team member.
- To aspire to and take on roles of leadership.

Operations and Administration:

- To be involved in activities that contributes to the smooth running of the Kindergarten.
- To develop a sound knowledge and skills in relation to Hutt City Kindergarten Association's administrative requirements.
- To participate in all aspects of health and safety requirements.
- To use ICT appropriately in the management of the kindergartens operations.

Kindergarten Learning Environment

- Teachers are expected to undertake general cleaning tasks at the kindergarten to ensure the following areas are clean, safe, tidy and hygienic. As well as ensuring storage and use of equipment that meets health and safety requirements.

Such tasks and responsibilities would include the following

- Check toilets, basins and locker rooms before, during and after sessions.
- Check food preparation/consumption areas before, during and after sessions. Including messy play areas.
- 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 the cleaning of items such as play dough equipment etc.
- Ensure that hazardous materials to be kept out of reach of children & stored away securely
- Ensure all furniture and equipment that may have been moved during cleaning is properly secured against earthquakes

Preparation and cleaning by teachers must be done outside of session times (Except where it involves children or spills)