

Teacher Position Description



Position Title:	Teacher
Reports to:	Head Teacher
Indirectly Reports to:	Senior Teacher Team

Requirements of all Teachers

- Represent Dunedin Kindergartens both internally and externally in a positive, professional and confidential manner
- Support DK staff members and the kindergarten community through co-operative, loyal and professional actions
- Take initiative and identify, report and resolve issues that may cause harm to themselves or others in the organisation
- Commit to a high level of personal health and safety practices at all times.
- Within this role there is a large physical component required eg: Lifting children (inclusive of special needs), moving equipment, standing and moving for long periods of time.

Requirements of a Beginning Teacher

Not yet attained full registration. Working with advice and guidance towards gaining the expected skills and knowledge of a teacher

Learning and Teaching

<i>Understanding Te Whāriki</i>	Have a sound knowledge of Te Whāriki and current learning, teaching and assessment theories
<i>Assessment Theory</i>	Understands and implements the cycle of teaching, learning and assessment
<i>Treaty of Waitangi</i>	Demonstrate understanding of the implications of the Treaty of Waitangi, te reo and tikanga Māori
<i>Implementing Te Whāriki</i>	Support children to take an increasing role in their own learning and care
<i>Strategies (including resources & technology)</i>	Demonstrate flexibility and responsiveness and provide encouragement, warmth and acceptance along with challenges for creative and complex thinking
<i>Planning, Assessment and Evaluations</i>	Plan, assess and evaluate programmes based on children's strengths and interests with reflection on teaching and learning

Learning Environment

<i>Positive Guidance</i>	Demonstrate an understanding of positive guidance strategies
<i>Engaging Children</i>	Develop effective practices in engagement of children's learning
<i>Learning Environment</i>	Create and maintain a safe environment that is conducive to learning
<i>Expectations</i>	Demonstrate expectations that value and promote learning
<i>Respect and Understanding</i>	Establish positive relationships with children that respect their individuality, culture and place in their community

Other Key Areas

<i>Communication Children, Colleagues, Whānau</i>	Demonstrate skills for effective communication
<i>Support and Co-operation with Colleagues</i>	Co-operate with and seek support from colleagues

<i>Contribution to wider Kindergarten Community</i>	Be positively involved in activities that contribute to the life of the kindergarten
<i>Kindergarten Administration</i>	Develop sound knowledge and skills in relation to Association administration requirements. Contribute appropriately to ensure an efficient and organised administration system

Requirements of a Registered Teacher

Have taught for at least two years, attained full registration and display a high level of competence in the performance of their day-to-day teaching responsibilities

Learning and Teaching

<i>Understanding Te Whāriki</i>	Are competent in the content of Te Whāriki
<i>Assessment Theory</i>	Demonstrate and discuss developments in current learning, teaching and assessment theories
<i>Treaty of Waitangi</i>	Demonstrate knowledge of the Treaty of Waitangi, te reo and tikanga Māori
<i>Implementing Te Whāriki</i>	Demonstrate appropriate curriculum assessment and evaluation practices that are consistent with the principles of Te Whāriki
<i>Strategies (including use of resources & technology)</i>	Evaluate and reflect on teaching and learning with a view to improvement
<i>Planning, Assessment and</i>	Utilize assessment as a conscious practice of noticing, recognizing and <i>Evaluations</i> supporting documentation

Learning Environment

<i>Positive Guidance</i>	Demonstrate effective positive guidance strategies
<i>Engaging Children</i>	Develop competent practices in facilitating children's engagement in learning
<i>Learning Environment</i>	Effectively facilitate challenging learning environments
<i>Expectations</i>	Establish high expectations that value and promote learning
<i>Respect and Understanding</i>	Maintain and promote positive relationships with children that respect their individuality, culture and place in their community

Other Key Areas

<i>Communication Children, Colleagues, Whānau</i>	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 kindergarten programme Display ethical and responsible behaviour
<i>Support and Co-operation with Colleagues</i>	Establish and maintain effective working relationships with colleagues
<i>Contribution to wider Kindergarten Community</i>	Contribute positively and actively to the life of the kindergarten, its community and the Association
<i>Kindergarten Administration</i>	Maintain accurate records in relation to Association administrative requirements. Contribute appropriately to ensure an efficient and organised administration system

Requirements of an Experienced Teacher (6 years + experience)

Highly skilled Teachers with a well developed understanding of teaching and learning and able to provide support and assistance to teaching colleagues

Learning and Teaching

<i>Understanding Te Whāriki</i>	Demonstrate a high level of knowledge of Te Whāriki and of current learning, teaching and assessment theories
<i>Assessment Theory</i>	Demonstrate a commitment to their own ongoing learning and teaching
<i>Treaty of Waitangi</i>	Demonstrate knowledge of the Treaty of Waitangi, te reo and tikanga Māori
<i>Implementing Te Whāriki</i>	Demonstrate expertise and refined approaches in all aspects of curriculum assessment and evaluation practices
<i>Strategies (including use of resources & technology)</i>	Continually evaluate and reflect on their teaching and act on areas that require improvement
<i>Planning, Assessment and</i>	Utilize assessment as a conscious practice of noticing, recognizing and <i>Evaluations</i> supporting documentation

Learning Environment

<i>Positive Guidance</i>	Demonstrate a high level of commitment to children's well-being and social competence
<i>Engaging Children</i>	Demonstrate a wide range of approaches that facilitate all children's engagement in learning
<i>Learning Environment</i>	Effectively facilitate challenging learning environments
<i>Expectations</i>	Maintain high expectations of all children that value and promote learning
<i>Respect and Understanding</i>	Maintain and promote positive relationships with children that respect their individuality, culture and place in their community

Other Key Areas

<i>Communication Children, Colleagues, Whānau</i>	Demonstrate highly effective communication skills when interacting with children, colleagues, family/whānau Demonstrate effective skills in responding to the aspirations of family/ whānau and caregivers Display ethical and responsible behaviour
<i>Support and Co-operation Colleagues</i>	Support and provide effective assistance to colleagues in improving teaching <i>with</i> and learning. Encourage others and participate in professional development
<i>Contribution to wider Kindergarten Community</i>	Contribute positively and actively to the effective functioning of the total kindergarten's relationships with the Association and the wider community
<i>Kindergarten Administration</i>	Sustain knowledge and skill in relation to Association administrative requirements. Contribute appropriately to ensure an efficient and organised administration system

Refer to www.minedu.govt.nz for more information.

Employment Conditions

In accordance with the Employment Relations Act 2000, Kindergartens are part of the State Sector. The Kindergarten Teacher, Head Teachers & Senior Teachers' Collective Agreement 2013-2016 is the employment agreement that was ratified by NZEI Te Riu Roa and the Ministry of Education.

Refer to www.nzei.org.nz. All new employees to the Dunedin Kindergarten Association are covered by this collective agreement for 30 days and there is the opportunity to seek independent advice during this time.