

## Head Teacher Position Description

<b>Position Title:</b>	Head Teacher
<b>Reports to:</b>	Senior Teacher Team

### **Overview**

This position is:

- Responsible for the effective leadership and management of personnel employed at the kindergarten.
- To ensure the strategic, operational and financial objectives of the kindergarten are met
- To ensure a high quality education programme is delivered.
- To support the overall strategic plan of DK.

### **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 2007-2009 is the employment agreement that was ratified by NZEI Te Riu Roa and the Ministry of Education. Refer to [www.nzei.org.nz](http://www.nzei.org.nz). All new employees to Dunedin Kindergartens are covered by this collective agreement for 30 days and there is the opportunity to seek independent advice during this time.

### **Health & Safety**

All employees are expected to take initiative and identify, report and resolve issues that may cause harm to themselves or others in the organisation. Employees are required to 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.

### **Professional Standards**

Professional Standards describe the important knowledge, skills and attitudes that all teachers are expected to demonstrate in carrying out their role. They formalise the Government's expectation of professional practice.

On appointment as a head teacher within the Association there is an expectation that you will be able to meet your relevant set of professional standards. (Head teachers must meet the standards required for experienced teachers in addition to those required of head teachers.)

## **Professional Standards for Head Teachers**

### *Professional Leadership*

- Demonstrate a thorough understanding of current approaches to effective teaching and learning across the curriculum
- Understand and apply, where appropriate, current practices for effective leadership and management from both within and beyond education
- Provide professional leadership to the kindergarten team by encouraging vision and innovation
- Facilitate the development and implementation of practices that reflect the dual heritage of Aotearoa/New Zealand within the kindergarten
- Reflect on own performance appraisal and demonstrate a commitment to own ongoing learning
- Participate in procedures and practices to maintain, affirm and improve team effectiveness
- Motivate and support the teaching team to improve the quality of teaching and learning
- Display ethical and responsible behaviour

### *Relationship Management*

- Identify, establish and foster relationships within and between the kindergarten and the wider community
- Communicate effectively with a range of people and groups
- Manage conflict effectively and actively work to achieve resolution

### *Operations and Management*

- Comply with all relevant legislation requirements and with monitoring and reporting requirements
- Effectively and efficiently use available financial resources and assets, within delegated areas of authority, to support kindergarten operations.
- Is an advocate for high quality health and safety practice for adults and children and proactively seeks and works to eliminate identified health and safety issues/hazards.
- Facilitates regular documented staff meetings and encourages participation of all team members.

### *Strategic Management*

- Understand the implications of Aotearoa/New Zealand's changing cultural, social and economic context, and reflect these changes in the kindergarten.
- Establish and engage in processes of review that facilitate continuous improvement
- Initiate, plan and manage the kindergarten programme and practices to reflect a commitment to focusing the kindergarten on continuous improvement.