



## Te Aka Ora Charitable Trust

### JOB DESCRIPTION

#### Te Whare Whai Hua – Qualified Teacher

#### Commitment and Philosophy

*"Ko ahau te Aka Ora, ko koutou nga manga"*

*"I am the Vine of Life; you are the branches"*

- John 15:5a

Te Whare Whai Hua exists to provide a safe, secure and loving place where tamariki can learn to thrive, where they and their whanau are valued.

Our kaupapa is to provide our whanau with a strong sense of belonging - tūrangawaewae. Our kaupapa is founded in wairuatanga,<sup>i</sup> whakapapa and whakapono. We honour and celebrate our connections as Nga Uri a Maui with mana whenua connecting us to Tairawhiti, to Te Moana-nui-a-Kiwa, to Aotearoa and beyond. Our whanau will embrace mātauranga Māori and support our tamariki and their interests through collaborative learning. We will respect and honour Te Tiriti o Waitangi and our obligation to extend manaakitanga to all whanau. We acknowledge the special place of mana whenua and will treat all tamariki and their whanau with aroha and respect.

#### Aim

Our aim is to weave the whāriki mātauranga with aroha for our whanau that will enrich the lives of tamariki, extend their knowledge and equip them for a bright future; ensuring good outcomes for all children.

#### Our aspirations

To nurture children to grow with a strong sense of belonging-tūrangawaewae, connecting themselves to their iwi and community

To build lifelong confident learners who are respectful and caring

- To provide an environment that allows the child to be at the centre of all learning
- To teach Universal Values and Principles drawn from mātauranga in Tairawhiti, Aotearoa, Te Moana-nui-a-Kiwa and beyond
- To respect justice and equality in all that we do
- To be inclusive, loving, enabling of all children, of all needs

#### Purpose of Role

The ECE qualified teacher is a member of the Te Whare Whai Hua Whanau. Our teachers are responsible for providing quality early childhood education services to preschool-aged children in Gisborne/ Turanganui a Kiwa. We uphold the kaupapa of Te Whariki 2018, Te Whare Whai Hua Philosophy 2018 and the Te Haahi Mihinare Ki Te Tairawhiti. The role of the ECE Teacher is to plan and guide the child's educational and developmental journey using Te Whariki 2018 as the basis of our Curriculum.

This position is:

- Responsible for supporting and providing assistance to the personnel employed at the Centre
- To support the Centre Leader and Chief Executive in ensuring the strategic, operation and financial objectives are met
- To ensure a high quality educational programme is delivered
- To provide professional and quality learning for tamariki and their whanau
- To support the overall annual plan of the Centre.
- To ensure the safety, care and health of our tamariki, their whanau and centre remain a priority.
- To ensure excellent time management and presence within the workplace.

**Responsible To:**

This position reports to the Centre Manager and Chief Executive.

**Functional Relationships:**

This role is expected to work closely with all staff in our Centre including Centre Leader, Kaiako, Kaiawhina, Administration, Cleaner, Whanau Support Workers and Teen Parent Unit Staff along with wider Te Aka Ora Staff.

Key external relationships are with parents/caregivers/guardians/whanau, / agencies/.

**Key Tasks / Expected Outcomes**

Key Tasks	Expected Outcomes
Learning and Teaching	<ul style="list-style-type: none"> <li>• Are competent in the content of Te Whāriki 2018</li> <li>• Demonstrate and discuss developments in current learning, teaching and assessment theories</li> <li>• Demonstrate knowledge of Treaty of Waitangi, Te Reo and Tikanga Māori</li> <li>• Demonstrate appropriate curriculum assessment and evaluation practices that are consistent with the principles of Te Whāriki</li> <li>• Evaluate and reflect on teaching and learning with a view to improvement</li> <li>• Utilise assessment as a conscious practice of noticing, recognising supporting documentation</li> </ul>
Learning Environment	<ul style="list-style-type: none"> <li>• Ensure all children are kept safe from harm</li> <li>• Demonstrate effective positive guidance strategies</li> <li>• Develop competent practices in facilitating children’s engagement in learning</li> <li>• Create and maintain a safe environment that is conducive to learning</li> <li>• Ensuring children are experiencing positive communication interactions and experiences</li> <li>• Managing routines, customs, leading group experience</li> <li>• Manage internal and external transitions times</li> <li>• Establish high expectations that value and promote learning</li> <li>• Maintain and promote positive relationships with children that respect their individuality, culture and place in their community</li> <li>• 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</li> </ul>
Communication	<ul style="list-style-type: none"> <li>• Communicate clearly and accurately in either or all of the official languages of Aotearoa/ New Zealand</li> <li>• Welcome all whanau and visitors to the centre</li> <li>• Communicate effectively with children, colleagues, family/whanau and caregivers</li> </ul>

Key Tasks	Expected Outcomes
	<ul style="list-style-type: none"> <li>• Provide regular feedback that contributes to the child’s learning pathway</li> <li>• Involve parents/whanau in the Centre programme</li> <li>• Display ethical and responsible behaviour in accordance with ‘The Code’ as outlined by the Teachers Council.</li> <li>• Mentor’s others in health and safety best practice, including accurate reporting, recording and reviewing of reports</li> <li>• Demonstrates effective communication within the team. Proactively handles any significant communication issues in a timely and professional manner</li> <li>• Requests support from Centre Manager as appropriate</li> <li>• Acknowledges parent’s aspirations for their child</li> <li>• Completes regular entries in profile books for primary caregivers</li> <li>• Contributes to newsletters and notices</li> <li>• Refer verbal and formal complaints to centre manager</li> </ul>
Support for and Co-operation with Colleagues	<ul style="list-style-type: none"> <li>• Establish and maintain effective working relationships with colleagues</li> <li>• Encourage others and participate in professional development</li> <li>• Completes accurate timesheets and familiar with Job descriptions</li> <li>• Takes timely breaks, lunches and non-contact times</li> <li>• Attends ongoing education in the form of seminars, courses and study leave</li> <li>• Attends to regular self-reviews, staff meetings, planning and network meetings</li> <li>• Supports the Centre Manager in prioritising the management of the Centre and in conducting new staff and students</li> </ul>
Contribution to Wider Centre Operations	<ul style="list-style-type: none"> <li>• contribute to the life of the Centre, its children, parents and community</li> </ul>
Centre Administration	<ul style="list-style-type: none"> <li>• maintain accurate records in relation to Centre administrative requirements</li> <li>• proficient in using ICT systems</li> <li>• is conversant with the Early Childhood Regulations 2008, Centre policy manuals and all other relevant legislation</li> <li>• participates in regular review of the Statements of Teaching practice and other Centre procedures and practices</li> <li>• participates in regular documented staff meetings</li> </ul>
Professional Learning	<ul style="list-style-type: none"> <li>• displays an ongoing commitment to their own professional learning</li> <li>• Supports other whanau to grow and learn and shares their own knowledge with others</li> <li>• Learns from research and whanau experiences</li> </ul>
Nurturing and Care	<ul style="list-style-type: none"> <li>• promotes feelings and fosters relationships of security and care</li> <li>• guided by each child's individual rhythms with the pace and time of routines guided as far as possible by the child's needs</li> <li>• care routines are ideal opportunities for meaningful interactions and relationship building</li> <li>• time is given for children to practice their developing self-help and self-care skills when eating, drinking, toileting, resting, washing and dressing</li> <li>• responds to children's verbal and non-verbal cues</li> </ul>
Facilities and Curriculum	<ul style="list-style-type: none"> <li>• Ensure all required resources are stocked, and reorders are notified to the centre administrator for reordering.</li> </ul>

Key Tasks	Expected Outcomes
	<ul style="list-style-type: none"> <li>• Ensure equipment and facilities are kept clean, safe, and well maintained and documentation is maintained.</li> <li>• Ensure all Health and Safety Procedures are followed or issues reported</li> </ul>
General Duties	<ul style="list-style-type: none"> <li>• Supporting Administrator, other Teachers, Kaiawhina, Centre Management and other Te Aka Ora Staff.</li> <li>• Any other duties as requested by Centre Management, Line Management and Chief Executive Officer.</li> </ul>

**Standard Conditions of Appointment (if not in the Employment Contract)**

Professional Development:

This Centre requires a commitment to two hours per week dedicated planning and documentation time.

Performance Development Review:

This position is subject to an annual performance development review in June of each year.

**Person Specification**

Essential:

- All safety requirements under the Children’s Act 2014
- Qualified and Certified Teacher in relation to ECE requirements – this includes both Early Childhood and Primary level teaching. presented and verified (Diploma, Bach, upgrade papers)
- No convictions or cases pending for fraud, physical assault or substance abuse (includes alcohol) (subject to Police vet check)
- Photo Identification
- References and services records

Desirable:

- At least two years’ experience in New Zealand-based ECE service
- Confidence in Te Reo Maori
- Passion for early childhood education
- Full driver’s license
- Passion for improving Maori ECE outcomes

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<sup>i</sup> Spirituality, relational connections, righteousness