

POSITION DESCRIPTION

Early Childhood Teacher

Waiapu Kids, Te Hapara Whanau Aroha

Anglican Care Waiapu

PURPOSE

Anglican Care Waiapu strives to deliver:

High quality Christian based services to all ages throughout our communities

MISSION

Strengthening and developing our communities through our:

Early Childhood Education
Residential Care
Family Services
Services to the elderly
Partnership approach

CORE VALUES

Our core values are founded on our Christian ethos including:

Love, hope, compassion, integrity

PASSION

We are passionate about:

The vulnerable and isolated
Social justice
Our three tikanga partnership
Faith in action



Position: Early Childhood Teacher

Date: 26.6.18

The Organisation:

Anglican Care Waiapu is the social services arm of Anglican Diocese of Waiapu, providing faith based services to children, young people families/whanau and elderly throughout the Hawkes Bay, Bay of Plenty and Eastland regions (Waiapu Diocese).

As a multi-disciplinary service provider our mission is to work in faithful partnerships building relationships and strengthening communities. We do this by providing services for children, young people, families and our elderly.

Our Child and Family Services provide:

- Early Childhood Education
- Social Work & SWIS
- Counselling & Budgeting
- Youth Mentoring
- Community Support
- Growing through Grief

Our Aged Care and Services provide:

- Day Care Centres
- Home Based Support

Coverage:

- This is a 36 hour a week position based at Waiapu Kids, Te Hapara Whanau Aroha in Gisborne

Position reports to:

- Early Childhood Centre Manager

Direct Reports:

- N/A

Functional Relationships:

Internal	External
Chief Executive Officer	Parents, Caregivers and Whanau
Regional Directors	Ministry of Education
ECE Centre Managers & Staff	Early Childhood Council
Senior Leadership Team	Oranga Tamariki
Anglican Diocese Waiapu Shared Services Team	ERO
consisting of Finance, HR, H&S, Admin, IT staff	Auditors
Funding & Partnerships Manager	Work & Income
Fundraising Coordinator	Iwi
Other Anglican Care Waiapu staff	Community organisations
Children	Other government organisations
Parish Advisory and Support Committees	Funding organisations, including but not limited
Parish and Clergy	to Lottery Board, Regional Committees, COGS,
	charitable and gaming trusts.

Job Purpose:

Anglican Care Waiapu (Waiapu Anglican Social Services Trust Board (WASSTB)) Early Childhood Services provide quality early childhood education and care reflecting service philosophy and organisational kaupapa.

Anglican Care Waiapu has an organisational expectation that certificated teachers demonstrate a full commitment and dedication to the implementation of the Education Council's, 'Our Code, Our Standards'- code of professional responsibility and standards for the teaching profession. Hence, teachers are required to show and develop increasing confidence and competence in the Education Council's, 'Our Code Our Standards'.

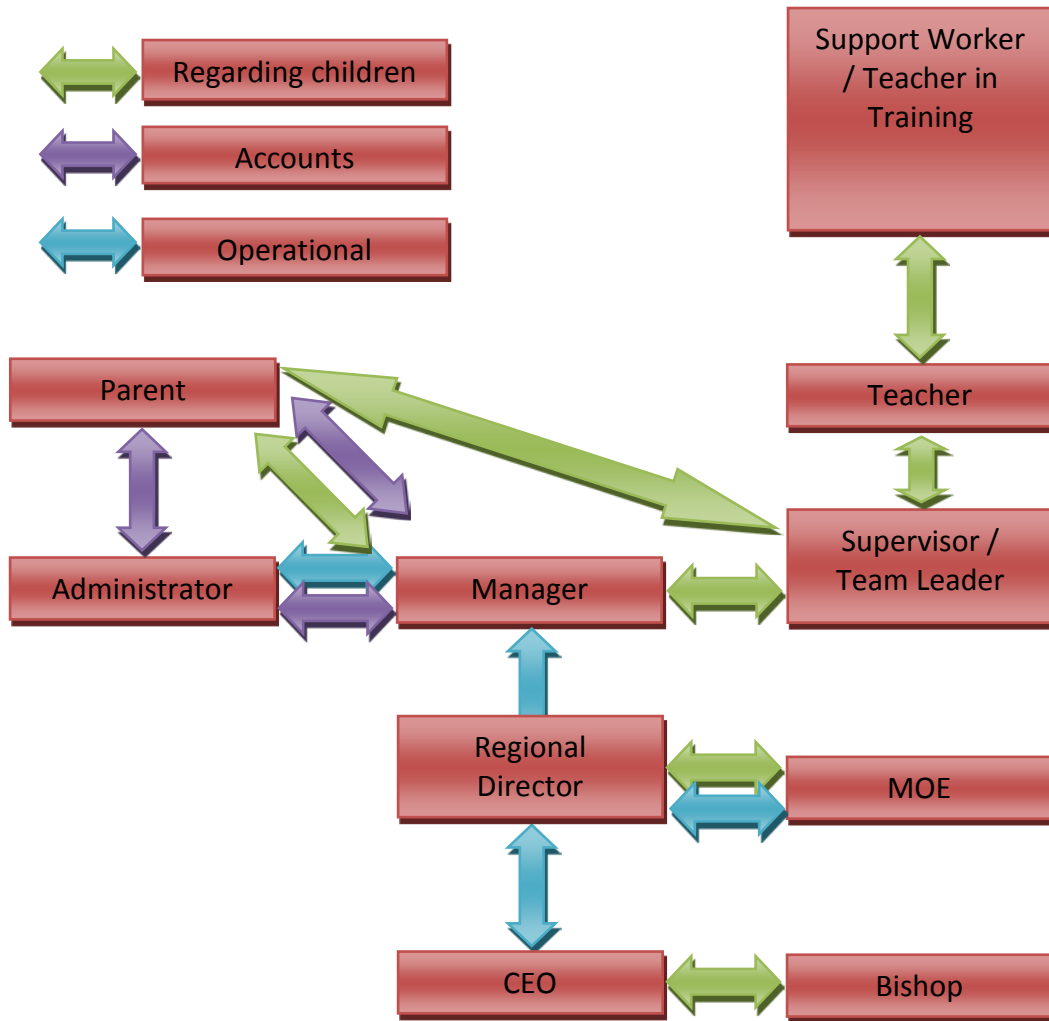
Teachers will meet and have a sound working knowledge of the requirements and implications of the Ministry of Education (Early Childhood services) Regulations 2008, Licensing Criteria for Early Childhood Centre-based Education and Care Services 2008, and Early Childhood Education Curriculum Framework, in their service workplace.

Teachers are responsible for the day to day education, well-being, and health and safety of all children attending this service; ensuring provision of education and care to service standards and to meet legislative requirements. Teachers also demonstrate a commitment to Te Tiriti O Waitangi and bi-cultural practice and building relationships within their own communities.

Anglican Care Waiapu as the employer seeks to remind the employee to refer to Policies and clauses within their employment agreement that relate to professional behaviour.

Anglican Care Waiapu has a commitment to ensuring that synergy exists between the employment agreement, job description and Our Code, Our Standards.

ANGLICAN CARE WAIAPU CENTREBASED EARLY CHILDHOOD SERVICES
COMMUNICATION FLOWCHART



Teaching Standards Key	
TToW	Te Tiriti o Waitangi
PL	Professional Learning
PR	Professional Relationships
LFC	Learning Focused Culture
DFL	Design for Learning
T	Teaching

Teaching Standards	KEY RESULT AREA 1: Curriculum – To promote the delivery of high quality early childhood education. This will be achieved by role modelling and facilitating:
PL, PR, LFC	1.1 Developing warm, responsive relationships with individual and groups of children; and respecting the transitional relationship between home, centre and school (Manaakitanga).
PL, PR, LFC	1.2 Maximising learning & teaching opportunities. Ensuring that learning areas are adequately resourced and maintained for both individuals, groups and size of groups.
PR, LFC	1.3 Delivering learning and teaching opportunities in a holistic way (Kotahitanga), that actively promotes the service philosophy and acknowledges all learners/akonga as competent, capable and expert in their own world. Encouraging children to participate in experiences which offer choice both indoors and outdoors.
PR, LFC, DFL, T	1.4 Ensuring all children are actively engaged in learning appropriate to their strengths and interests and the development of their knowledge, skills and theories (Whakamana). Adapt teacher practice and teaching strategies to cater to children's changing needs.
TToW, PR,	1.5 Facilitating teaching and learning experiences for children that support and promote the cultural heritage and languages of Aotearoa/New Zealand, and that which makes up your local community (Whanau tangata).
DFL, T	1.6 Actively supporting literacy and numeracy in learning environments.
PR, DFL, T	1.7 Using language that assists children's progression of understanding, through encouraging conversation about what they have observed, what and why things may happen (Nga Hononga).
PR, LFC	1.8 Ensuring the learning environment is inviting for children and whanau throughout the day (Mana Tangata).
PL, T	1.9 Being familiar with and uses of resources including ICT available within the community.
PL, DFL, T	1.10 Demonstrated consistent competent practice in assessment, planning, evaluation and internal review. All documentation completed in a timely way.
PL, PR, LFC, T	1.11 Robust teaching practice underpinned by the Teaching Standards and 'Our Code, Our Standards'.
LFC, T, PL	1.12 Evidence and meet Our Code, Our Standards. Meet Educations Councils requirements regarding registration

PL, PR, LFC	<p>1.13 Undertaking regular performance appraisals targeted around improving outcomes for tamariki and increasing quality teaching.</p> <p>1.14 Positive relationships with parents and whanau are role modelled. Whanau educational input is sought, treasured and used to further support childrens learning. Parents are respected as partners in their children’s education.</p>
	<p>KEY RESULT AREA 2 : Health & Safety – To promote the well-being and safety of children, whanau, staff and visitors.</p> <p>This will be achieved by ensuring sound strategies are followed to support organisational and centre policies and processes by:</p>
PR, LFC,	2.1 Following sound teacher practice, service and Anglican Care Waiapu policy, procedures and guidelines and legislation.
PL, PR, LFC,	2.2 Being a responsible employee reporting all hazards, accidents and incidents, and follow process in a timely manner.
PL, PR, LFC,	2.3 Aware of, and understanding of health and safety policies and procedures, and the ramifications of the risks, increasing the knowledge and improving the practice of the teaching and support team.
TToW, PR, DFL,	2.4 Understanding and awareness of cultural considerations that impact on Health & Safety matters.
PL, PR, LFC,	2.5 Routines that maintain and present the environment, resources and equipment to a safe, hygienic standard and presentation.
PR, LFC, DFL,	2.6 Monitoring children’s behaviour to ensure they are feeling secure, comfortable and confident (Whakamana).
PL, PR, LFC, DFL, T	2.7 Actively building relationships with all children, welcoming parents/whanau, and encouraging parent’s voice with respect to their child’s learning (Nga Hononga).
PL, LFC,	2.8 Referring parent concerns to Manager Supervisor/Kaiako/Team Leader as appropriate and in a professional manner.
PR, LFC	2.9 Supporting and promoting all aspects of health routines, including hygienic self help and self care practices, healthy eating and spiritual well being.
PR, LFC	2.10 Awareness of safety and risk in the environment and endeavoring to mitigate. Ensuring reporting is accurate and reported in a timely manner.
PR, DFL, T	2.11 Encouraging children’s development of responsibility for their safety and well being.
PL, PR, LFC, DFL, T	2.11 Assisting children to develop self control, negotiation skills and strategies for coping with change for themselves and others, and expressing this in an appropriate manner (Whakamana).
LFC, T	2.12 Understanding and awareness of the organisation’s Child Protection Policy and Procedures. All Child Protection concerns to be dealt with promptly and without delay as per the procedure.

	<p>KEY RESULT AREA 3: HUMAN RESOURCES – Communication and team membership This will be achieved with developing a constructive team culture of professionalism that is collegial and robust by:</p>
PL, LFC	3.1 Taking direction from your senior personnel, actively communicating with peers, and Whanau appropriately.
PL, PR, LFC, DFL, T	3.2 Working collaboratively and supporting collegially Service Managers, peers, teachers, staff and personnel in the delivery of the service, including assisting with ideas and resources.
PL, PR, LFC,	3.3 Discussing with Manager, unavailability to work due to illness, bereavement etc. in a timely manner.
TToW, PR, DFL	3.4 Understanding and awareness of cultural considerations that impact on human resource matters.
PL, PR, LFC	3.5 Communicating professional successes and concerns in a timely manner to manager.
TToW, PL, T, PR, LFC, DFL,	3.6 Developing communication skills and ability to show tolerance and respect for a range of views and practice styles within the team.
PL, PR, LFC,	3.7 Communicating and reporting unsafe practice professionally in a timely manner to the Manager, mitigating immediate risks.
PL, PR, LFC, DFL, T	3.8 Acceptable communication techniques and procedures where conflict between colleagues and other adults arise.
PL, DFL, T	3.9 Developing communication competence to enable articulation and robust discussion of teaching practice.
TToW, PL, DFL, T	3.10 Undertaking professional development and in-service training as discussed with and directed by the Manager.
PL, PR, T	3.11 Attending and participating actively in required service meetings, and follow up required actions and outcomes in a timely manner. Inform Manager with an explanation of absence, and commit to updating knowledge due to absence, within an appropriate time frame.
PL, PR, LFC	3.12 Displaying a welcoming and responsive behaviour to families and visitors.
	<p>KEY RESULT AREA 4: GENERAL – To support the delivery of Waiapu Anglican Early Childhood Services This will be achieved by:</p>
PL, PR,	4.1 Identifying and supporting the vision and mission of Anglican Care Waiapu and the Early Childhood service.
PL, PR	4.2 Role modelling and supporting the philosophy of the Anglican Care Waiapu Early Childhood service.
TToW, PL, PR, LFC, DFL,	4.3 Honouring the Anglican Care Waiapu values.
TToW, PL, T,	4.4 Performing as an effective member of the wider Anglican Care Waiapu team working

<p>PR,LFC, DFL,</p> <p>TToW, LFC, DFL, T</p> <p>PL,</p> <p>PL</p>	<p>within their Christian ethos and mission.</p> <p>4.5 Providing and maintaining a high standard of service environment, equipment, furniture and resources and ensuring all organisational policies and procedures are adhered to at all times.</p> <p>4.6 Occasionally may be required to perform driving duties.</p> <p>4.7 Being person responsible as required.</p> <p>4.8 Perform other duties as required.</p>
<p>SUPPORTING RESOURCES</p>	<p>Published Documents</p> <p>Te Whariki Kei Tua o Te Pae Nga Hikatia Our Code, Our Standards Legislation Te Whatu Pokeka Te Tiriti o Waitangi EC Leadership & teaching techniques references</p> <p>Professional Practice</p> <p>Child Development Notion of the child Knowledge & Implementation Teaching Techniques Effective Questioning Assessment & Documentation Te Reo & Tikanga Maori Cultural Engagement</p> <p>Team Teaching</p> <p>Collegial support & guidance Seeking external support Programme Planning Communication skills Problem solving Team membership ICT skills Playgroups</p> <p>Waiapu Related</p> <p>Time Management Health & Safety Implications Playgroups Professional Development Service Philosophy Policy and processes</p>

This job description may require to be changed from time to time by the Manager as the requirements of the organisation changes. After consultation with the employee the employee agrees that the contents of their job description may be amended, added to, or varied from time to time by the employer.

Declaration:

Signed: _____
(Employee accepting position)

Date: _____

Signed: _____
(Employer)

Date: _____