

Kaiako Māraurau Position Description

Position title: Kaiako Māraurau | Teacher
Reporting to: Kaiwhakaako | Head Teacher
Location: Central North Island
Hours: Permanent

Our values

At Central Kids, our values guide how we teach, learn and relate to each other. They are embedded in our everyday practice.

Ko ngā tamariki te pūtake | Children are central to all that we do.

Me tiaki, me manaaki i te taiao | Protect and enhance the environment.

Manaakitanga | Encourage mana in others through care, generosity and goodwill.

Kotahitanga | Connectedness in collaboration.

Te arataki ā-tikanga rua | Bicultural leadership.

Our purpose

Kia āwhinatia te tupuranga o te hunga tamariki ki tō rātou ake pito mata

To support children to grow into their full potential

Central Kids has been providing high-quality, affordable early childhood education and care since 1951. We are a non-profit kindergarten association supporting over 2,500 tamariki each year, with 47 kindergartens in 26 towns across the central North Island.

Kindergartens provide a unique early education environment that nurtures the development of tamariki through a blend of play-based, holistic education grounded in a structured curriculum, strong whānau and community involvement, and a commitment to inclusivity.

As a not-for-profit organisation, we are committed to delivering quality outcomes for tamariki, whānau and communities, grounded in learning through play and a strong commitment to manaakitanga and whanaungatanga.

Position purpose

To provide high-quality early childhood education and care through collaborative teaching and learning. This role actively contributes to the planning, implementation and evaluation of a responsive and inclusive curriculum that reflects the holistic development of tamariki and aligns with Central Kids' values and purpose.



Position requirements

Key result areas	Key responsibilities
Teaching and learning	<ul style="list-style-type: none"> • Implement teaching practice that: <ul style="list-style-type: none"> ○ fosters a love of learning and curiosity in tamariki ○ provides developmentally appropriate and inclusive learning opportunities ○ responds to the unique strengths and needs of each tamaiti. • Support tamariki to develop: <ul style="list-style-type: none"> ○ independence ○ social skills ○ problem-solving skills ○ responsibility. • Recognise and extend the strengths of each tamaiti.
Teaching techniques and management skills	<ul style="list-style-type: none"> • Use effective strategies to enhance learning and ensure a safe, supportive environment. • Implement effective teaching strategies to enhance learning outcomes for all tamariki. • Use clear, inclusive communication and positive guidance. • Ensure the use of equitable, culturally responsive learning resources.
Planning and preparation	<ul style="list-style-type: none"> • Collaborate on planning, observing, and evaluating learning to meet individual needs. • Observe, plan, and evaluate programmes collaboratively with the team. • Use observations to identify and respond to individual and group needs. • Maintain accurate and up-to-date documentation for each tamaiti.
Curriculum knowledge	<ul style="list-style-type: none"> • Demonstrate curriculum knowledge and apply best practices to support tamariki. • Apply current theory and best practice to curriculum design and delivery. • Demonstrate a commitment to Te Tiriti o Waitangi and equity in practice. • Plan and implement bi-cultural and multi-cultural programmes that reflect the diverse identities of tamariki. • Consult with whānau and colleagues to ensure relevance and responsiveness.



<p>Professional development and leadership</p>	<ul style="list-style-type: none"> • Contribute to the growth and capability of self and kaiako team. Responsibilities could include: <ul style="list-style-type: none"> ○ role-modelling high-quality, culturally responsive teaching practice ○ supporting the induction and mentoring of beginning kaiako, students or kaiako tautāwhi teacher aides ○ engaging in collaborative leadership that aligns with Central Kids' values and Kōkiri Hī! (our organisational strategy) ○ sharing pedagogical knowledge with colleagues through team hui and discussions. • Develop and review a personal professional development plan in consultation with leadership. • Continuously improve teaching practice through critical reflection and inquiry. Responsibilities could include: <ul style="list-style-type: none"> ○ engaging in regular individual and team reflection to improve outcomes for tamariki ○ contributing to internal evaluation processes and programme reviews ○ trailing and sharing innovative practices that align with Te Whāriki and current theory ○ reflecting on the impact of one's own cultural identity and worldview in teaching.
<p>Administration</p>	<ul style="list-style-type: none"> • Support the efficient and confidential management of kindergarten operations. • Maintain accurate and confidential records. • Contribute to shared administrative responsibilities, including roll verification and reporting. • Ensure the safe storage and handling of sensitive information.
<p>Health and safety</p>	<ul style="list-style-type: none"> • Maintain a safe environment in line with health and safety legislation and policies. • Hold a current first aid certificate (NZQA unit standards 6401, 6402 minimum; 6400 preferred). • Comply with health and safety policies and legislation (Health and Safety at Work Act 2015). • Identify and mitigate workplace hazards. • Be familiar with emergency procedures and safety equipment.



<p>Nominated person responsible</p>	<p>When designated and acting as a <i>Nominated Person Responsible</i> under the Education (Early Childhood Services) Regulations 2008:</p> <ul style="list-style-type: none"> • meet the qualification and practising certificate requirements as set out by the Ministry of Education • hold a current first aid certificate (NZQA unit standards 6401, 6402 minimum; 6400 preferred) • supervise and be actively involved with tamariki in attendance and kaimahi (staff) providing education and care (even when tamariki and kaimahi are located in separate spaces) • provide education and care to tamariki in attendance and guidance to kaimahi providing education and care • ensure that kaimahi are implementing any prescribed curriculum framework and know how to use it in providing education and care • ensure that day-to-day health and safety risks and hazards are identified, and that appropriate steps are taken to address those risks or hazards when tamariki attend.
<p>Child protection</p>	<ul style="list-style-type: none"> • Promote and uphold child protection principles, ensuring the wellbeing and safety of all tamariki. • Uphold the principles and requirements of the Children’s Act 2014. • Follow Central Kids' Protection of Tamariki Policy and procedures, including reporting of concerns and completion of child protection training. • Undertake refresher training in child protection at least every two years to ensure knowledge remains current and aligned with best practice. • Ensure tamariki are safe, respected and supported at all times. • Embed a culture of tamariki wellbeing and protection through everyday teaching and learning practices. • Reflect the protective intent of Te Whāriki by fostering trusting relationships, providing consistent care and ensuring tamariki rights are protected and upheld.
<p>Team membership</p>	<ul style="list-style-type: none"> • Contribute to a positive and collaborative teaching team culture. • Work collaboratively and respectfully within the kindergarten team. • Share responsibility for maintaining a positive team culture. • Provide professional support and use constructive conflict resolution strategies.
<p>Liaison with community groups</p>	<ul style="list-style-type: none"> • Build connections and liaise with community services and primary schools. • Support smooth transitions for tamariki from kindergarten to school.



Community involvement

- Foster meaningful partnerships with whānau and the wider community.
 - Build strong, respectful relationships with parents, caregivers and whānau.
 - Collaborate over educational aspirations and progress of tamariki clearly and sensitively.
 - Involve whānau in the life of the kindergarten through consultation and shared experiences.
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Ideal person specifications

Qualifications

- Level 7 teaching qualification specialising in ECE.
- Current practising certificate (Teaching Council of Aotearoa New Zealand).
- Current first aid certificate (6401, 6402 minimum, 6400 preferred in addition).

Suitable experience

- Experience working as a kaiako in early childhood education.

Personal attributes

- Commitment to Te Tiriti o Waitangi and bicultural practice.
- Strong understanding of early childhood education.
- Confident, clear and inclusive communication skills.
- Team-focused with a collaborative approach.
- Physical fitness suitable for the demands of the role.
- Honesty, reliability and professional integrity.



Relationships

Internal

- Kaiwhakaako | Head Teacher.
- Kaiako Māraurau | Teacher.
- Kaiako Tautāwhi | Teacher Aide.
- Tokotū Whakahaere | Administrator.
- Kaiarataki | Education Leads.
- Regional Manager.
- Mātauranga Ake kaimahi.
- Tari Matua kaimahi.

External

- Parents, caregivers and whānau.
- Prospective whānau.
- Iwi and hapū (local).
- Local primary schools.
- Students (in training).
- Visitors and contractors.
- Other social service agencies.

