

Kaiako Tautāwhi Position Description

Position title: Kaiako Tautāwhi | Teacher Aide

Reporting to: Kaiwhakaako | Head Teacher, Regional Manager

Location: Central North Island

Hours: Permanent, part-time

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 support kaiako in the delivery of high-quality care and learning by maintaining child:adult ratios and assisting during mealtime, rest breaks and day-to-day routines. The role includes actively engaging with tamariki, supporting their wellbeing, and maintaining a safe, inclusive environment.



Position requirements

Key result areas	Key responsibilities
Communication	<ul style="list-style-type: none"> • Contribute to open, respectful and timely communication. • Share messages clearly and consistently. • Relay information in a timely manner aligned with teaching team expectations. • Always maintain a positive and respectful tone.
Team support	<ul style="list-style-type: none"> • Support the kaiako team to ensure smooth daily operations. • Contribute positively to the wider goals and vision of Central Kids, including alignment with Kōkiri Hī! (our organisational strategy) for continuous improvement and innovation. • Work cooperatively toward shared goals. • Complete tasks on time and to agreed standards. • Show initiative within the scope of the role.
Childcare and education	<ul style="list-style-type: none"> • Provide safe, responsive, and respectful care for tamariki. • Meet emotional needs and provide individual attention. • Use positive guidance and model respectful interactions. • Use positive guidance and model respectful interaction. • Support routine care tasks including feeding, hygiene, and nappy changing under the direction of kaiwhakaako (head teacher). • Maintain active supervision and a safe environment. • Assist the kaiako team with behaviour strategies.
Child protection	<ul style="list-style-type: none"> • Promote and uphold the safety and wellbeing of all tamariki. • Follow Central Kids' Protection of Tamariki Policy in accordance with the Children's Act 2014. • Recognise signs of potential harm or neglect and respond appropriately. • Maintain a culture of vigilance and open communication with colleagues. • Reflect the protective intent of Te Whāriki through respectful and consistent care.
Environment and resource preparation	<ul style="list-style-type: none"> • Support the creation of engaging, safe and accessible learning environments. • Assist with the daily setup and pack-down of learning areas and resources. • Help ensure resources are clean, maintained and safe for use. • Support kaiako in developing inclusive and culturally relevant environments. • Prepare materials and resources for planned learning activities.



Professional conduct and continuous learning

- Uphold professional standards and contribute to a learning-focused team culture.
 - Demonstrate reliability, punctuality and professional presentation.
 - Maintain confidentiality and respect the privacy of tamariki and whānau.
 - Be open to feedback and willing to engage in reflective dialogue.
 - Participate in professional learning offered by Central Kids.
 - Show commitment to Te Tiriti o Waitangi through everyday practice.
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Ideal person specifications

Suitable experience

- Teacher aide or childcare assistant.
- Play centre or parent-led ECE involvement.
- Support work in early intervention or disability services.
- Youth work, nannying or after-school care.

Personal attributes

- An understanding of early childhood education and Central Kids philosophy.
- Clear, confident and inclusive communication skills.
- Commitment to Te Tiriti o Waitangi and bicultural practice.
- The ability to work collaboratively in a team.
- Positive childcare or parenting skills.
- Honesty, integrity and reliability.
- Physical fitness suited to the demands of the role (including lifting).
- A willingness to follow direction from the kaiwhakaako.

Relationships

Internal

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

External

- Parents, caregivers and whānau.
- Prospective whānau.
- Iwi and hapū (local).
- Students (in training).
- Visitors and contractors.

