

Kaiwhakaako Position Description

Position title: Kaiwhakaako | Head Teacher

Reporting to: Regional Manager, Kaiarataki – Professional Leader, General Manager Corporate Services, Kaihautū | CEO

Direct reports: All kindergarten kaiako and kaimahi

Location: Central North Island

Our values

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 requirements

Key result areas	Key responsibilities
Management	<p>To ensure the professional management of:</p> <p>The kindergarten programme</p> <ul style="list-style-type: none">• Ensure the provision of quality learning opportunities for each tamaiti in the kindergarten programme. It is expected that the kaiwhakaako will be a role model and work with tamariki.• Ensure all kaimahi plan and implement programmes that:<ul style="list-style-type: none">○ develop tamariki enthusiasm for learning○ meet the individual needs of all tamariki○ encourage tamariki opportunities to learn○ promote independence and responsibility○ extend tamariki social interaction skills○ promote problem solving skills○ extend tamariki knowledge○ provide appropriate educational opportunities○ ensure diverse needs are met (i.e. individual plans are developed)○ reflect an understanding of current educational practices and theory. <p>Administration</p> <ul style="list-style-type: none">• Ensure that the kindergarten has effective administration procedures that ensure effective functioning of the kindergarten.• Oversee the timely and accurate completion of the administrator's responsibilities.• Ensure relievers are arranged for day-to-day vacancies.• Ensure that roll returns and reports are accurate and on time.• Provide reports to the kairataki as required on the activities and functioning of the kindergarten.• Follow organisational policies and deskfile procedures for accounting for fees, donations, resource purchases, petty cash, and other financial transactions.• Ensure that appropriate records of tamariki progress are kept.• Ensure that self and peer appraisal systems are implemented for all staff in the kindergarten.• Ensure that organisational instructions, policies and procedures are understood and followed by all kaimahi.• Ensure that the kindergarten has an annual plan that is consistent with Kōkiri Hī! (organisational strategy).

	<ul style="list-style-type: none"> • Ensure that the kindergarten annual plan and procedures are reviewed annually. • Ensure the team agreement is reviewed annually. • Develop systems in the kindergarten that encourage support and confirm parents or caregivers as partners in the education of their tamaiti. • Ensure kindergarten rolls are kept as close to their maximum as possible. • Ensure the security and confidentiality of kindergarten records. • Ensure that all kaimahi are aware of the need to respect the confidentiality of information gained at the workplace.
Professional leadership	<ul style="list-style-type: none"> • Ensure kaimahi have opportunities to understand current developments in the early childhood curriculum and teaching practices, and that they are given opportunities to develop and implement these. • Ensure that assessment of all tamariki is documented, that planning meets individual and group needs. • Keep records of individual tamaiti development. • Ensure that parents or caregivers are aware of the processes in place for them to discuss the individual progress and development of their tamaiti, and that they have access to records kept about their tamaiti. • Build a team whose members are able to communicate effectively, plan, implement, evaluate collaboratively. • Hold minuted staff meetings on a regular basis. • Demonstrate commitment to the team agreement. • Identify and work towards the achievement of annual and ongoing professional objectives. • Implement and participate in the set annual appraisal process. • Be familiar with organisational instructions, policies and procedures.
Curriculum knowledge	<ul style="list-style-type: none"> • Be informed about current educational theory, principles and practices and to incorporate this knowledge within the kindergarten programme. • Operate a tamaiti initiated, resource-based programme in line with the organisation's philosophy. • Communicate curriculum ideas and objectives displaying knowledge and understanding to the kindergarten community at least quarterly. • Ensure the kindergarten programme reflects an understanding and commitment to Te Tiriti O Waitangi and the place of bi-cultural practice. • Ensure the kindergarten programme reflects an understanding and commitment to equity issues and bicultural practice.

	<ul style="list-style-type: none"> • Consult with parents or caregivers regarding the kindergarten programme and to inform them of appropriate early childhood practices. • Attend any mandatory staff meetings.
Teaching techniques	<ul style="list-style-type: none"> • Implement effective teaching practices that promote quality learning opportunities for tamariki, such as Incredible Years/Social Competency, etc. • Role model and ensure that all staff: <ul style="list-style-type: none"> ○ use clear and appropriate language. ○ use appropriate supervision techniques ○ plan opportunities to meet the programme's objectives ○ use appropriate resources to meet the programmes objectives ○ ensure that the environment enhances extended learning for every tamaiti. • Use positive guidance practices consistent with the organisations Philosophy, Policy and ECE regulations and criteria.
Community involvement	<ul style="list-style-type: none"> • Ensure the kindergarten is accessible to whānau and responsive to their needs. • Communicate the objectives of the programme to parents, caregivers, and whānau. • Communicate sensitively and objectively with parents or caregivers about the educational needs and progress of their tamaiti. • Develop through consultation, and implement methods of involving parents in the kindergarten. • Demonstrate and display commitment to the development of the kindergarten and the processes for its ongoing development.
Administration	<ul style="list-style-type: none"> • Assist in the maintenance of accurate kindergarten records and ensure the security of confidential information. • Share fully the kindergarten administrative tasks. • Take a shared responsibility for the accuracy and appropriateness of kindergarten records and the implementation of appropriate storage systems. • Take shared responsibility for the return of forms, roll verification etc. to the head office. • Ensure the confidentiality of information gained in the workplace.
Health and safety	<ul style="list-style-type: none"> • Follow organisational policies and procedures and to develop site specific procedures that reflect consideration for health and safety of tamariki, kaimahi and other persons legally on Central Kids premises. • Demonstrate an overall understanding of the legal responsibilities of health and safety management in the workplace.

	<ul style="list-style-type: none"> • Demonstrate a clear understanding of responsibilities for the identification and management of hazards. • Demonstrate a clear understanding of injury and accident reporting and recording requirements. • Demonstrate commitment to assisting the organisation in achieving its goals in health and safety excellence. • Ensure all kaimahi follow organisational policies and procedures regarding health and safety. • Ensure that all working practices provide for the wellbeing, respect and dignity of all tamariki.
Liaison with community groups	<ul style="list-style-type: none"> • Develop a working relationship with community services and primary schools. • Be aware of the resources community groups have available to kindergarten tamariki and their whānau. • Liaise with the local primary schools regarding transition procedures.
Team membership	<ul style="list-style-type: none"> • Put procedures in place to maintain professional working relationships among kaimahi. • Ensure (with management support) the successful operation of the kaimahi group contract, which shall be revisited on a regular basis. • Take full part in: <ul style="list-style-type: none"> ○ planning and development of programmes ○ organisation and production of resources ○ setting up of the kindergarten environment as required ○ developing partnership with parents or caregivers as required ○ implementing and evaluating the programme. • Have a co-operative approach to maintaining professional relationships within the teaching team by: <ul style="list-style-type: none"> ○ being sensitive to the needs of employees ○ raising issues sensitively and at an appropriate time ○ using appropriate conflict resolution techniques.

Ideal person specifications

Qualifications

- Level 7 teaching qualification specialising in ECE or Primary.
- Current practising certificate (Teaching Council of Aotearoa New Zealand).

Relationships

Internal

- Kaiako Māraurau | Teacher.
- Kaiako Tautāwhi | Teacher Aide.
- Tokotū Whakahaere | Administrator.
- Regional Manager.
- Kaiarataki | Education Leads.
- Kaihautū | Chief Executive.
- Board of Trustees.
- Tari Matua kaimahi.
- Mātauranga Ake kaimahi.

External

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