

Trained Reliever Position Description

Position title: Trained Reliever

Reporting to: Regional Manager, Kaiwhakaako | Head Teacher

Location: Central North Island

Hours: Casual day-to-day

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 teaching support in the absence of permanent kaiako, ensuring the continuity of safe, inclusive and responsive learning experiences. The trained reliever works flexibly across teams, contributing to teaching, care routines and learning documentation as required.

Position requirements

Key result areas	Key responsibilities
Teaching and learning	<ul style="list-style-type: none"> • Deliver responsive and inclusive teaching to support tamariki development. • Implement activities aligned with planned learning goals. • Respond sensitively to the needs, interests and identities of tamariki. • Maintain high-quality learning environments in line with the team's approach.
Collaboration and communication	<ul style="list-style-type: none"> • Engage professionally with team members and whānau. • Work collaboratively with permanent kaiako to understand current routines. • Communicate clearly and respectfully with colleagues and whānau. • Represent Central Kids' values in every interaction.
Care and wellbeing	<ul style="list-style-type: none"> • Ensure tamariki are safe, respected and nurtured. • Supervise tamariki actively and respond promptly to their needs. • Support care routines such as meals, rest and personal care routines, under the direction of kaiwhakaako and/or kaiako. • Apply positive guidance techniques and maintain a calm presence.
Curriculum and assessment	<ul style="list-style-type: none"> • Support curriculum delivery and learning documentation. • Contribute to assessment and planning if required by the kaiako team. • Uphold Te Whāriki principles in practice. • Maintain familiarity with the kindergarten's philosophy and individual tamaiti goals.
Health, safety and child protection	<ul style="list-style-type: none"> • Maintain a safe, legally compliant environment for all. • Follow health and safety procedures including hazard management and emergency response. • Follow the Central Kids Child Protection Policy in accordance with the Children's Act 2014. • Identify and respond appropriately to potential signs of harm or neglect, sharing any concerns with the kaiwhakaako head teacher. • Reflect the protective intent of Te Whāriki through respectful, consistent care.
Professionalism and flexibility	<ul style="list-style-type: none"> • Model professionalism and adapt to varied settings and needs. • Maintain confidentiality, reliability and punctuality. • Show willingness to travel within the rohe and respond to short-notice requests.



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- Uphold the Code of Professional Responsibility and reflect Te Tiriti o Waitangi in practice.
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Ideal person specifications

Qualification

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

Suitable experience

- Kaiako in an ECE or primary setting.
- Ability to quickly adapt to different teams, routines and tamariki needs.

Personal attributes

- The ability to be flexible, responsive and calm under pressure.
- Strong communication and relationship building skills.
- Commitment to inclusive, culturally responsive practice.
- Reliable and trustworthy, with strong time management skills.
- Team-focused with a collaborative approach.
- Physical fitness suitable for the demands of the role.
- A willingness to follow the direction of the kaiwhakaako | head teacher.

Relationships

Internal

- Kaiwhakaako | Head Teacher.
- Kaiako Māraurau | Teacher.
- Kaiako Tautāwhi | Teacher Aide.
- Tokotū Whakahaere | Administrator.
- Regional Manager.

External

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

