

**Job Title:** Relieving Teacher/Kaiako      **Position Type:** Casual - day to day, short term relieving

**Reports To:** Head Kaiako of the relevant Kindergartens South Kindergarten

**Kindergartens South:**

The aim of Southland Free Kindergarten Association is to promote and provide Early Childhood Education and to establish and operate Early Childhood Education Services. There are 23 kindergartens throughout Southland communities - Invercargill, Gore, Te Anau, Riverton, Winton, Longbush, Drummond and Bluff. Our philosophy is Ako – Learning & Teaching Together.

**Purpose of the Role:**

The purpose of the Relieving Kaiako role is: *to ensure the smooth running of the kindergarten programme in the absence of the kaiako.*

Principal foci of the role are:

1. *Learning and teaching:* Deliver a curriculum that reflects current understanding of sound and effective practice and ensure that day-to-day practice is aligned to the policies and procedures of Kindergartens South
2. *Relationships:* Foster positive relationships with children/tamariki and parents/whānau

**Responsibilities:**

The Relieving Kaiako is engaged in the day to day operation of the kindergarten working with the tamariki and their whānau. The Relieving Kaiako responsibilities are as follows:

*Learning and teaching*

- Ensure the curriculum reflects current approaches to effective teaching and learning and is aligned to the intent of Te Whariki - the Ministry of Education's early childhood curriculum document
- Adhere to educational standards and criteria as outlined in:
  - Ministry of Education National Professional Standards for Kindergarten Teachers
  - New Zealand Teacher's Council Registered Teacher Criteria and Key Indicators
  - Kindergartens South Operational Policies and Procedures
  - Kindergarten Education Early Childhood Services regulations 2008 and the Licensing Criteria for Early Childhood Education 2008
- Model responsibility for and commitment to the Treaty of Waitangi

*Team responsibilities*

- Complete tasks assigned by Head Kaiako
- Collaborate with other staff to ensure a rich and rewarding learning experience for tamariki

*Relationships*

- Ensure information remains confidential and reflects professional conduct and related policy and procedure documents

The Relieving Kaiako may need to complete tasks other than those listed above, as delegated by the Head Kaiako.

**Functional relationships:**

Functional relationships refer to the key people and organisations that the Relieving Kaiako will work with. The Relieving Kaiako reports to the Head Kaiako of their kindergarten. This role requires sound collaboration with other teaching staff in undertaking assigned activities.

**Person Specification:**

The Relieving Kaiako plays a vital role within Kindergartens South. This role requires the demonstration of sound interpersonal and relationship building capability. The Relieving Teacher needs to have:

- Early Childhood Teacher Qualifications, including current registration with the Teaching Council of Aotearoa New Zealand
- Current First Aid Certificate
- Proven ability to manage work-flow through being well organised and flexible in approaching day to day activities
- Commitment to sharing knowledge and learning with young people
- Approachable and able to relate well to parents and whānau, demonstrating sound interpersonal and relationship building skills
- Capacity to build and maintain effective working relationships with other staff
- Willingness to address challenges in a positive and proactive manner
- Flexibility, enthusiastic and responsive to change
- Be aware of and always comply with Kindergartens South policies and procedures
- Ability to meet the requirements to be physically and mentally fit to carry out their duties safely and satisfactorily as identified in the Fit for Work Guidelines.

**Health and Safety:**

Kindergartens South is committed to taking all practical steps to provide a healthy and safe working environment.

All employees have a responsibility to work toward ensuring that our Health & Safety Policy is effective in practice, which includes practising safe work methods, utilising and making proper use of safety equipment and eliminating workplace hazards.

**Financial Authority Limit:**

Nil.

**Signed:**

Job Holder: \_\_\_\_\_ Date: \_\_\_\_\_

General Manager: \_\_\_\_\_ Date: \_\_\_\_\_