

Job Description

Nui Ferns/Discovering Nature Kindergarten Support

Purpose of the Role:

The purpose of this role is to work under the direction of the Senior Kaiako to support children to make the most of being in nature, as well as supporting kaiako in kindergartens.

Employee Name	
Position type	Permanent, part-time
Hours	8.15 hours per week – as rostered weekly
Based at	Sites associated to the Taiao Tūhura/Discovering Nature programme,
Reports to	Lead Senior Kaiako
Responsibilities	Tasks
Duties include:	<ul style="list-style-type: none"> • Support children to 'be' in nature, when at Nui Ferns/Discovering Nature • Provide support to kaiako when in kindergartens. • Encourage all children to play, work together and learn from each other. • Work alongside teaching staff to help children to learn about and be in nature. • Be in ratio as required. • Work with the kaiako • Support health and safety site management across all programme sites, including regularly checking for and reporting hazards. • Pick up tamariki, Kaiako and whanau from kindergartens and travel to site • Be aware of and always comply with Southland Kindergarten Association policies and procedures.
General	On occasion, there may be the need to complete tasks other than those listed above, as delegated by the Senior Kaiako.
Functional relationships	<p>Refer to the key people that the support person will work with. Day to day tasks are undertaken with the support of the Head Kaiako</p> <p>This role requires sound collaboration with other kindergarten staff. Relationships must also be maintained with:</p> <ul style="list-style-type: none"> • Whānau helpers • Senior Kaiako overseeing the Taiao Tūhura/Discovering Nature programme/kindergartens. • Kindergarten Kaiako
Person Specification:	<ul style="list-style-type: none"> • Capacity to build and maintain effective working relationships with staff and external organisations.

	<ul style="list-style-type: none"> • Capacity to interact with children and whānau in a positive and respectful manner. • Commitment to the Treaty of Waitangi and culturally appropriate behaviour. • Willingness to address challenges in a positive and proactive manner. • To pass our safety checking process including a police check. • A flexible attitude towards the role. • Confident in driving a van
Health and Safety	<p>Southland Kindergarten Association is committed to taking all practical steps to provide a healthy and safe working environment.</p> <p>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.</p>
Performance Review	<p>Appraisal will be undertaken annually.</p> <p>Performance development will be agreed with the Lead Senior Kaiako and form the basis for identifying professional learning needs. The job description will be reviewed at the same time.</p>

Signed by employee	
Date	
Signed on behalf of Southland Free Kindergarten Association	<p>Catherine Frost, HR & Culture Manager</p> 
Date	30 October 2024