

**Job Title:** Head Teacher/Kaiako

**Position Type:** Permanent or Long Term Reliever

**Based at:** Assigned Kindergarten as in letter of appointment

**Reports To:** General Manager, Kindergartens South

### **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 24 kindergartens throughout Southland communities - Invercargill, Gore, Te Anau, Riverton, Winton, Longbush, Drummond, Bluff and Lumsden. Each kindergarten is at the heart of a community. We love playing in nature and our environments are fun places where we explore, discover and learn together. Our philosophy is We deliver excellence in early childhood education.

### **Purpose of the Role**

The purpose of the Head Kaiako role is: *Lead teaching practice in kindergartens and ensure the environment provides quality early childhood education and care that reflects Kindergartens South policies and meets all legislative requirements.*

Principal foci of the role are:

1. *Learning and Teaching:* Develop and implement a curriculum that reflects current understanding of sound and effective practice and ensure that all kaiako work effectively with tamariki and whānau.
2. *Management:* Provide professional leadership to the kindergartens teaching team, encouraging a positive, responsive and sensitive attitude at all times.
3. *Safety and Environment:* Ensure all staff are aware of and implement Kindergartens South policies and early childhood regulations and ensure kindergarten presentation is of the highest standard at all times.
4. *Relationships:* Foster and maintain relationships with parents/whānau, local primary schools, Kindergartens South kindergartens and the wider community.

The Head Kaiako role provides a lead role in motivating the teaching team to strive for the best early childhood experience they can offer to tamariki and families.

### **Responsibilities**

The Head Kaiako leads day to day operation of the kindergarten providing both operational management and educational leadership. The Head Kaiako's responsibilities are as follows:

#### *Learning and Teaching*

- Deliver a curriculum that reflects current approaches to effective learning and teaching and is aligned to the intent of Te Whariki - the Ministry of Education's early childhood curriculum document
- Adhere to Kindergartens South policies and procedures
- Model responsibility for and commitment to the Treaty of Waitangi and ensure culturally appropriate practices are adopted whenever possible
- Demonstrate commitment to ongoing professional learning.

#### *Management*

- Provide professional leadership to the teaching team, keeping staff up to date with day-to-day routines, organisational changes, strategic goals and special events
- Ensure management and administration systems are adhered to, including roll management, staffing, accounts and budgets
- Ensure staff adhere to educational standards and criteria as outlined in:
  - Ministry of Education National Professional Standards for Kindergarten Teachers
  - Education Council New Zealand The Code of Professional Responsibility and Standards for the Teaching Profession
  - Kindergartens South Operational Policies and Procedures
  - Kindergarten Education Early Childhood Services regulations 2008 and the Licensing Criteria for Early Childhood Education 2008
- Initiate and facilitate appraisal with team members.

### *Safety and environment*

- Facilitate monthly fire and earthquake drills
- Check that all accidents involving tamariki are reported to their whānau and Kindergartens South
- Ensure kindergarten environment reflects the Kindergartens South philosophy, minimum standards and health and safety policies
- Maintain resources and facilities to a high standard, with any additions or replacements being planned and budgeted for.

### *Relationships*

- Actively encourage and maintain a partnership with whānau and encourage involvement when appropriate
- Encourage, plan, implement and support parent education
- Liaise with local primary schools and ensure parents are able to get impartial information about those schools
- Foster relationships between teaching staff and other Kindergartens South management personnel.

### **Functional relationships**

Functional relationships refer to the key people and organisations that the Head Kaiako will work with. The Head Kaiako reports to the General Manager, however, day to day activities require the Head Kaiako to actively work alongside the Senior Kaiako and Lead Administrator. This role requires sound collaboration with other kindergarten staff in undertaking assigned activities.

External relationships must also be maintained with:

- Parents and whānau
- Local primary schools
- Community groups and partnering organisations
- Community funders

### **Person Specification**

The Head Kaiako plays a vital role within the leadership of Kindergartens South. Practice leadership in the kindergartens requires the demonstration of sound interpersonal and relationship building capability. The Head Kaiako needs to have:

- Early Childhood Teacher Qualifications, including registration with the New Zealand Teachers Council
- Proven ability to manage work-flow through being well organised and flexible in approaching day to day activities
- Willingness to maintain sector knowledge and identify own educational and personal development needs
- Commitment to sharing knowledge and learning with other staff
- Active participation in professional learning programmes provided by Kindergartens South
- Ability to listen, interpret and summarise educational and technical information
- 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.

**Annual Appraisal**

Appraisal will be undertaken annually according to the current Kindergartens South appraisal system. Performance development will be agreed with the Senior Kaiako and reported to the General Manager. Appraisal will form the basis for identifying professional development and related training needs.

**Financial Authority Limit**

As defined in annual Head Kaiako Budget.

**Signed**

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

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