

POSITION DESCRIPTION



Role Title:	Teacher
Business Group:	Barnardos Early Learning
Reports to:	Head Teacher/Centre Manager
Salary Band:	Education Band E – F depending on experience

Barnardos is New Zealand's leading children's charity, doing more for Kiwi kids. Every year our services and people make a real and positive difference in the lives of thousands of children, young people and their families.

Our vision / moemoeā

An Aotearoa New Zealand where every child shines bright.

Our mission/kaupapa

Be the voice and greatest fan of the next generation

Shape brighter futures via early education and targeted social services

Create insightful ways to empower tamariki/children to shine bright

Our Guiding Principles

Kotahitanga – Unity

Ata Whakarongo – Hear with Intent

Mahi tōtika – Do the Right Things Well

Māiatanga – Realise Potential

Kaikōkiritanga – Progress with Purpose

Barnardos is committed to the Treaty of Waitangi as a founding document of New Zealand.

Purpose of the role:

The purpose of the role is to assess, plan and implement a curriculum to infants, toddlers and young children that reflects current approaches to effective teaching and learning, aligned to Te Whāriki, the early childhood curriculum in Aotearoa. Teachers will also engage in the implementation of a curriculum which enhances children's well-being and promotes their learning and development.

Purpose of the unit:

Barnardos Early Learning centres provide a warm and caring environment with trained and experienced staff. Our teachers work in partnership with parents to support their child's learning and ensure there is continuity between home and the centre. All our centres offer care and education for children aged from two to five years, and many also cater for children aged under two years old.



**Kia eke ai te hunga taitamariki
ki ngā rangi tūhāhā**

Key Result Areas

Teaching and Learning

Outcome: The centre provides a supportive and professional learning environment where children are engaged and their interests and strengths are developed in partnership with whanau.

Key responsibilities include:

- As part of the teaching team, deliver a curriculum that reflects current approaches to effective teaching and learning, aligned to Te Whāriki, the early childhood curriculum in Aotearoa
- Plan, implement and evaluate a learning programme collaboratively with the teaching team, ensuring the programme is responsive to the strengths and interests of children
- Promote learning opportunities which are inclusive, equitable and culturally responsive
- Document children's learning and take responsibility for children's profile books and e-portfolio as agreed with the centre professional leader
- Adhere to the educational standards and criteria outlined in Barnardos policies and procedures, Barnardos Professional Standards Framework, the Education Council's practising teacher criteria, Code of Ethics and relevant legislation for early childhood services

Relationships and Communication

Outcome: Whānau and community are welcomed and valued, and parents are encouraged to partner in their child's learning.

Key responsibilities include:

- Develop positive relationships with children, whānau, staff, management and the extended Barnardos whanau
- Share information with parents and whānau regarding children's daily experiences, well-being and learning and development
- Maintain confidentiality regarding children, parents, whānau, staff and centre information
- Discuss concerns and complaints raised by parents and whānau with the centre professional leader



Ngā Pou e Whā (Māori Strategy)

Outcome: All work at Barnardos is guided and informed by Ngā Pou e Whā the Barnardos Maori Strategy.

Key responsibilities include:

- Have a sound understanding of the principles of Ngā Pou e Whā, the Treaty of Waitangi and apply them to everyday practice
- Build all relationships with consideration of the Barnardos principles and Ngā Pou e Whā

Health, Safety and Environment

Outcome: A safe and healthy environment and a professional image is maintained at all times.

Key responsibilities include:

All staff have individual responsibility for Health and Safety practices and will:

- Comply with occupational health and safety legislation and regulations
- Be familiar with and observe all safe work policies, procedures and instructions
- Promote and participate in health and safety, maintain a safe workplace, and ensure that equipment is used correctly at all times
- Take responsibility for own health and safety and ensure no action or inaction on your part harms others in the workplace
- Provide well maintained facilities which offer a safe and nurturing environment for children
- Ensure personal appearance and conduct portrays a professional image at all times, as outlined in the Barnardos Dress Code Policy

Projects or Other Duties as Required

Outcome: The team and function meets its purpose and strategy.

Key responsibilities include:

- Perform other duties reasonably required which fit the role's purpose and for which the position holder is qualified or has received adequate training or instruction
- Participate in working parties, committees or project teams as required
- Support colleagues during periods of peak work activity and/or times of absence



Key Relationships

All Barnardos employees have a responsibility for developing and maintaining excellent relationships. In this role, the **key relationships** to be developed are:

Within Barnardos NZ	Outside Barnardos NZ
Regional Managers, Early Learning Centres	Children, parents and whānau and other stakeholders
Practice Advisers	Local community groups
National Resource Centre shared services staff	

Delegations and Authority

Human Resources

- No formal responsibility for staff.

Financial – Budgetary and Expenditure Limits

- No authority to commit to expenditure.
- **Purchase Orders**
 - No authority to approve or issue purchase orders.
- **Purchase Card (Freedom Card)**
 - No authority to use a Purchase Card

Correspondence

- No authority to sign external correspondence



Person Specification

Qualifications (or equivalent level of learning)

Essential	Desirable
Early childhood teaching qualification recognised by the Education Council of Aotearoa NZ	Further education/professional development related to teaching
Current Education Council Practising Certificate	Health and Safety Representative Course Level 1
	Current unrestricted Drivers Licence
	Current First Aid Certificate

Experience

Essential	Desirable
Experience working as a teacher in an early childhood education team setting	Experience implementing both centre wide and individual curriculum planning
	Experience implementing effective Internal evaluation to inform change and support learning

Knowledge

Essential	Desirable
Knowledge and understanding of current early childhood education theory and practice	Knowledge and understanding of tikanga-ā-rua
Knowledge and understanding of implementation of Te Whāriki in the centre programme	

Skills and Competencies

Essential	Desirable
Planning and Organisation – plans, prioritises and organises effectively	Proficient skills in using Microsoft Office Suite
Written and Verbal Communication – communicates effectively with a wide range of adults and children	Openness to using new technologies and tools
Teamwork - works cooperatively with others and actively commits to the team	
Resilience - addresses challenges in a positive and proactive manner	
Valuing Diversity - works successfully with people of all backgrounds, views and preferences, recognising and respecting differences	
Self-Development - committed to ongoing personal and professional development	



Vulnerable Children Act 2014

This role is a **Core Children's Worker** as defined by the Vulnerable Children Act 2014.

Authorisation of Position Description

The key responsibilities of the role may change from time to time to ensure that Barnardos is able to adapt and respond to changes in the business and education environment. Any significant changes would be discussed between the jobholder and their manager. All changes must be approved by the relevant Executive Leadership Team (ELT) member.

Date Created:	<i>May 2018</i>	Date last updated:	<i>May 2018</i>
Authorised by:	<i>Keith Newton General Manager, Barnardos Early Learning</i>	Date authorised:	

