

POSITION DESCRIPTION



Role Title:	Educator
Business Group:	Barnardos Early Learning
Reports to:	Head Teacher/Centre Manager
Salary Band:	Education Band B – C 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 assist in the assessment, planning and implementation of 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. Educators will work with Teachers to engage children in activities that enhance their well-being and promote 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 and Educators work in partnership with parents and whanau 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.



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 whānau.

Key responsibilities include:

- As part of the teaching team, assist in delivering a curriculum that reflects current approaches to effective teaching and learning, aligned to Te Whāriki, the early childhood curriculum in Aotearoa
- Assist in planning, implementing and evaluating 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 whānau.
- 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 all 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 nurturing environment for children
- Ensure personal appearance and conduct portrays a professional image at all times as outlined in the Barnardos Early Learning 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 which may reasonably be 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
Early Learning Centre Teachers, Educators and other staff	Children, parents and whānau and other stakeholders
Regional Operations Managers	Local community groups
Pedagogy and Quality Assurance Advisors	
National Resource Centre shared services staff	

Person Specification

Qualifications (or equivalent level of learning)

Essential	Desirable
NCEA Level 1 or equivalent level of basic education	An interest in gaining an early childhood teaching qualification
	First Aid or Health and Safety Representative training
	Current, clean unrestricted NZ drivers licence

Experience

Essential	Desirable
Experience working in an early childhood education setting	
Experience working as part of a team	

Knowledge

Essential	Desirable
Some knowledge and understanding of current early childhood education theory and practice	Knowledge and understanding of tikanga-ā-rua
Some knowledge and understanding of current theory and principles of learning and child development	An interest in the implementation of Te Whāriki in the Centre programme



Skills and Competencies

Essential	Desirable
Planning and Organising - Plans, prioritises and organises effectively in providing excellent service	Proficiency in using Microsoft Office Suite
Written and Spoken Communication - communicates effectively with a wide range of adults and children	
Teamwork - Works cooperatively with others and actively commits to the team.	
Self-Development - Committed to ongoing personal and professional development	
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	
Open to using new technologies and tools	

Physical capabilities
<p>Educators need to be able to:</p> <ul style="list-style-type: none"> • Supervise and care for up to 15 children • Lift children of up to 25kgs from the floor to waist height for up to 15 times per day • Crouch to a child's height and engage and maintain eye contact at that level • Stand tall enough to reach children on play equipment • Stand or sit for prolonged periods of time • Sit on the floor or on child-sized furniture • Walk up and down steps without assistance • Set up, move, clean and maintain equipment and facilities

The Children's Act 2014

This role is a Core Children's Worker under The Children's Act 2014

Delegations and Authority

This role has delegations as described in Barnardos Delegations Policy

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>June 2018</i>	Date last updated:	<i>October 2019</i>
Authorised by:	<i>Keith Newton General Manager, Barnardos Early Childhood Services</i>	Date authorised:	

