

# Role: Qualified ECE Teacher

## Team Purpose

To work collaboratively together within the preschool learning community and to provide a safe, supportive and rich learning environment

## Position Purpose:

To care, educate, support and enhance the development of children’s individual learning whilst adhering to the Preschool philosophy



My Role	Accountabilities	Outcomes
<b>Business as Usual</b>	<ul style="list-style-type: none"> <li>Meets the requirements of Te Whariki New Zealand Early Childhood Curriculum</li> <li>Work collaboratively with other teachers to plan a child led approach, ensuring the core curriculum and individual child’s learning needs are met through documentation and learning experiences.</li> <li>Work collaboratively with Whanau through developing and sharing their children’s aspirations and individual learning</li> <li>Manage children’s routines and learning experiences</li> <li>Provide a stimulating child initiated learning environment for children</li> <li>Ensure children’s safety by adhering to the ECE regulations and Preschool and Plunket policies</li> <li>Provide support and guidance in a positive manner with colleagues</li> <li>Welcome children and whanau/caregivers to ensure that systems are in place for familiarising new families and visitors with the Preschool routines and environment</li> <li>Managing conflict and issues positively and seeking help when required</li> <li>Ensure health safety documentation is accurately recorded in a timely manner</li> </ul>	<ul style="list-style-type: none"> <li>Requirements of Te Whariki New Zealand Early childhood Curriculum are met</li> <li>The core curriculum and individual child’s learning needs are met through the children’s programme and documentation</li> <li>Whanau are involved in their children’s learning and development through positive communication and documentation on a daily basis</li> <li>Children’s routines and learning experiences are managed appropriately</li> <li>Stimulating learning environment is provided</li> <li>ECE regulations and Preschool and Plunket policies are adhere to and ensuing children’s safety</li> <li>Positive relationships are maintained with colleagues</li> <li>Ensuring there is a welcoming cooperative atmosphere within the preschool</li> <li>Happy and healthy environment is maintained between colleagues and the Preschool community</li> <li>Health and safety Documentation is accurately completed</li> </ul>
<b>Leadership</b>	<ul style="list-style-type: none"> <li>Role model positive behaviour guidance through teaching practise</li> <li>Embed One Plunket principles and role model desired culture and way of working</li> </ul>	<ul style="list-style-type: none"> <li>Teaching practises role model positive behaviour and guidance</li> <li>Leading and living Plunket’s values helping to build the desired culture and way of working</li> </ul>
<b>Business Plan</b>	<ul style="list-style-type: none"> <li>Support the philosophy, goals and objectives of the centre and the development and implementation of projects / activities as identified in the Business Plan.</li> </ul>	<ul style="list-style-type: none"> <li>Philosophy, goals and objectives of the centre and development and implementation of projects / activities identified in ther Business Plan are supported effectively.</li> </ul>

## Person Specification

### **Background / Experience**

- ECE Diploma/Degree (or equivalent) Provisional or Registered Teaching Certificate with the New Zealand Teachers Council
- Proven working experience in an ECE or similar environment
- Hold and maintain a current First Aid Certificate

### **Skills**

- Has clear open and honest communication skills and with an ability to relate to multiple audiences
- Able to work cohesively as a team
- Effective time management
- Maintains a professional work ethic
- Meets deadlines and targets
- Adopts a flexible and adaptable approach
- Acts with integrity and takes accountability for their actions
- Recognises cultural diversity and modifies behaviour appropriately
- Shows commitment to the Treaty of Waitangi
- Promotes self-management and takes accountability for their actions
- Ability to utilise Microsoft office suite

## ACE-Ability

Plunket's behavioural competency model is made up of three dimensions of personal behaviour - Connection to Plunket, Adaptability and Emotional Maturity.

### *Adaptability*

#### *a) Thinking*

- Is comfortable with complexity and can think beyond the operational
- Can look beyond face value to see possibilities from different angles and viewpoints
- Keeps perspective
- Accepts and able to work with ambiguity and change

#### *b) Interpersonal*

- Is committed and capable of initiating and broadening professional and social networks
- Holds courage to face and deal with difficult people and issues

### *Connection to Plunket's Direction*

- Has a high level of energy and commitment to achieving Plunket's vision
- Has a broad range of engagement
- Is committed to adapting and improving their own practice

### *Emotional Maturity*

- Is non-reactive and objective
- Understands the degree of influence in their role
- Understands own limitations