

## POSITION DESCRIPTION – Head Teacher

**Responsible to:** Senior Teachers, General Manager

**Working Relationships:** Teaching team, Dunedin Kindergartens administration staff, teaching colleagues, families/whanau, Tertiary Education providers, Government agencies and other organisations

### Overview

The Head teacher is:

- responsible for the effective leadership and management of personnel employed at the kindergarten
- to ensure a high-quality early childhood teaching and learning programme is delivered
- to ensure the strategic, operational, and financial objectives of the kindergarten are met
- to ensure all legal requirements, regulations, and licencing criteria are met
- to support the overall strategic plan of Dunedin Kindergartens
- to implement all Dunedin Kindergartens policies and procedures
- to represent Dunedin Kindergartens both internally and externally in a positive, professional, and confidential manner
- to support Dunedin Kindergartens staff and the kindergarten community through co-operative, loyal and professional actions

### Our Code, Our Standards

The Code sets out the high standards for ethical behaviour that are expected of every teacher; the Standards describe the expectations of effective teaching practice. On appointment as a head teacher within Dunedin Kindergartens there is an expectation that you will always adhere to the values within the code and meet the Standards for the Teaching Profession.

<https://teachingcouncil.nz/professional-practice/our-code-our-standards/>

### Professional Leadership

- Demonstrate a thorough understanding of current approaches to effective teaching and learning across the curriculum
- Understand and apply current practices for effective leadership and management
- Provide professional leadership to the kindergarten team by encouraging vision and innovation
- Facilitate the development and implementation of practices that reflect the dual heritage of Aotearoa New Zealand within the kindergarten, using Te Tiriti o Waitangi as the foundation
- Reflect on own professional growth and demonstrate a commitment to ongoing learning
- Encourage your teaching team to participate in ongoing professional learning
- Participate in procedures and practices to maintain, affirm, and improve team effectiveness
- Motivate and support the teaching team to improve the quality of teaching and learning
- Display ethical and responsible behaviour

### Relationship Management

- Build and sustain high trust relationships within and between the kindergarten and the wider community
- Demonstrate highly effective communication skills when interacting with children, colleagues, family/whanau, wider community
- Manage conflict effectively and actively work to achieve resolution
- Contribute positively and actively to the effective functioning of the kindergarten's relationships with Dunedin Kindergartens and the wider community

### Operations and Management

- Comply with all relevant legislation requirements and with monitoring and reporting requirements
- Effectively and efficiently use available financial resources and assets, within delegated areas of authority, to support kindergarten operations.

- Advocate for high quality health and safety practice for adults and children and proactively seek and work to eliminate identified health and safety issues/hazards.
- Facilitates regular documented staff meetings and encourages participation of all team members.
- Capability, knowledge and skill in relation to Dunedin Kindergartens administrative requirements.

### **Strategic Management**

- Understand the implications of Aotearoa New Zealand's changing cultural, social, and economic context, and reflect these changes in the kindergarten
- Establish and engage in processes of internal evaluation and review that facilitate continuous improvement
- Initiate, plan and manage the kindergarten programme and practices to reflect a commitment to focusing the kindergarten on continuous improvement.

### **Teaching and Learning**

- Demonstrate a well-developed understanding of teaching and learning and able to provide support and assistance to teaching colleagues
- Demonstrate a high level of knowledge of Te Whāriki and of current learning, teaching and assessment theories
- Demonstrate expertise in all aspects of curriculum assessment and evaluation practices and effectively implement through the teaching and learning programme.
- Continually evaluate and reflect on their teaching practices in relation to learner outcomes and act on areas that require improvement
- Demonstrate a high level of commitment to children's well-being and social competence, as well as actively attending to your own wellbeing
- Demonstrate a wide range of approaches that facilitate all children's engagement in learning
- Demonstrate effective skills in responding to the aspirations of family/ whānau and caregivers
- Effectively facilitate challenging learning environments
- Maintain high expectations of all children that value and promote learning
- Maintain and promote positive relationships with children that respect their identity, language and culture.

### **Employment Conditions**

In accordance with the Employment Relations Act 2000, Kindergartens are part of the State Sector. The Kindergarten Teacher, Head Teachers & Senior Teachers' Collective 2023-2026 is the employment agreement that was ratified by NZEI Te Riu Roa and the Ministry of Education.

All new employees to Dunedin Kindergartens are covered by this collective agreement for 30 days and there is the opportunity to seek independent advice during this time.

<https://www.education.govt.nz/school/people-and-employment/employment-agreements/collective-agreements/kindergarten-teachers-head-teachers-and-senior-teachers-collective-agreement/>

### **Health & Safety**

All employees are expected to take initiative and identify, report, and resolve issues that may cause harm to themselves or others in the organisation. Employees are required to always commit to a high level of personal health and safety practices. Within this role there is a large physical component required e.g.:

- Lifting children
- Moving equipment
- Standing and moving for long periods of time.