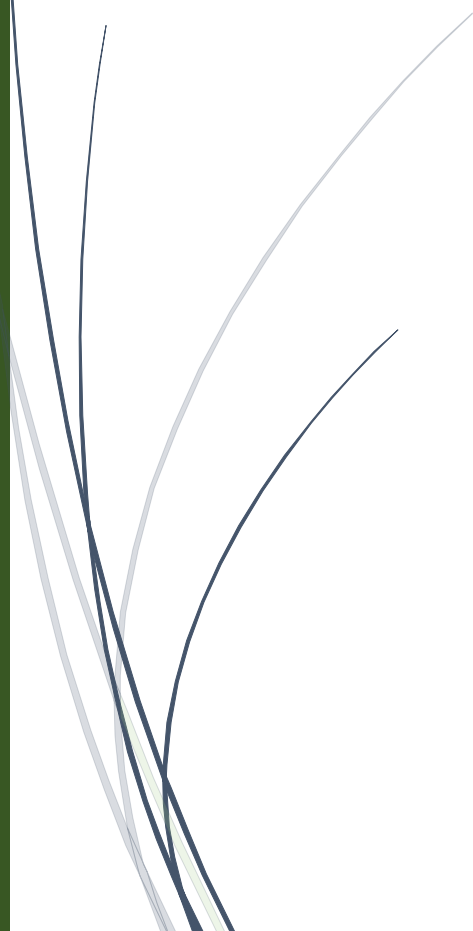




1/1/2023

Head Teacher

Job Description



Responsible To:	Senior Teachers	
Direct Reports:	Teachers, Administrators, Relievers, Teacher Supports	
Working Relationships:	Tamariki, Whānau, Teaching Team, Senior Teacher, Education Review Office, Ministry of Education, Professional Agencies, Local Schools and Kāhui Ako, General Manager	
Related Documents:	Our Code Our Standards <i>The Head Teacher Job Description is underpinned by the Standards for the Teaching Profession which apply to all certificated teachers in Aotearoa NZ</i>	
Other Related Documents:	Te Whāriki, Licensing Criteria for Early Childhood Education and Care Services 2008 (Amended March 2023), Education (Early Childhood Services) Regulations 2008, The Statement of National Education and Learning Priorities (NELP).	
Nature and Scope of the Position:	The Head Teacher is responsible for providing professional leadership and management to the teaching team, to ensure the delivery of quality education and care through management of curriculum implementation in accordance with the Licensing Criteria and Association policies, procedures and guidelines.	
Delegated Authority:	The Head Teacher is authorised to:	
Area	Key Tasks	Expected Outcomes
Our Code		
	Commitment to the Teaching Profession	Maintain public trust and confidence in the teaching profession.
	Commitment to Learners	Work in the best interests of learners.
	Commitment to Families and Whānau	Respect the vital role my learners' families and whānau play in supporting their children's learning.
	Commitment to Society	Respect my trusted role in society and the influences I have in shaping futures.
Our Standards		
	Te Tiriti o Waitangi partnership	Demonstrate commitment to tangata whenuatanga and Te Tiriti o Waitangi partnership in Aotearoa New Zealand.
	Professional Learning	Use inquiry, collaborative problem-solving and professional learning to improve professional capability to impact on the learning and achievement of all learners.
	Professional relationships	Establish and maintain professional relationships and behaviours focused on the learning and well-being of each learner.
	Learning-focused culture	Develop a culture which is focused on learning, and is characterised by respect, inclusion, empathy, collaboration and safety.
	Design for learning	Design learning based on curriculum and pedagogical knowledge, assessment information and an understanding of each learner's strengths, interests, needs, identity, language and cultures.
	Teaching	Teach and respond to learners in a knowledgeable and adaptive way to progress their learning at an appropriate depth and pace

Leadership and Teaching Practices		
Professional & Theoretical Knowledge	Understand and implement Te Whāriki	<ul style="list-style-type: none"> • Through leadership demonstrate how teaching practices reflect the principles and strands of Te Whāriki. • Demonstrate a shared understanding the goals of Te Whāriki and how these can be achieved through teaching and learning strategies.
	Implement assessment and planning systems	<ul style="list-style-type: none"> • Demonstrate a practical understanding of planning assessment and evaluation. • Ensures the teaching team engages in effective ongoing processes of assessment, planning and evaluation.
	Develop and apply effective teaching and learning strategies	<ul style="list-style-type: none"> • Demonstrate teaching and learning strategies that reflect current theory, research and teaching practices. • Lead a process of continual evaluation and reflection on teaching to identify opportunities for improved effectiveness.
	Incorporate knowledge of the Te Tiriti o Waitangi, te reo and tikanga Māori into teaching and learning	<ul style="list-style-type: none"> • Ensure ongoing development of te reo Māori me ngā tikanga Māori is evident in all aspects of teaching and learning. • Foster an environment where teaching practices reflect a commitment to Te Tiriti o Waitangi.
Professional Leadership	Develop philosophy	<ul style="list-style-type: none"> • Lead teaching team in developing, implementing and evaluating a philosophy that is consistent with current theory, research and teaching practices. • Ensure professional teaching practices reflect the stated philosophy.
	Comply with Early Childhood Regulations/Licensing Criteria/Te Whāriki and Association Policy.	<ul style="list-style-type: none"> • Ensure all teachers have a working knowledge of and comply with Early Childhood Regulations, Playground Standards and other relevant legislation and Association policies. • Ensure teaching practices are based on current theory/principles of teaching and learning.
	Provide leadership to the team through coaching, mentoring and PGC	<ul style="list-style-type: none"> • Ensure PGC processes meet the ongoing professional growth of teachers. • Provide appropriate feedback and feed forward to teachers through PGC process. • Complete annual appraisal of other staff.
	Foster teamwork and co-operation amongst the team	<ul style="list-style-type: none"> • Identify any issues and work with the team to address these. • Provide opportunities for individuals to flourish through the contribution of their strengths. • Facilitate effective communication within the team and fosters a supportive team culture
Operations & Management	Ensure delivery of high quality care and education for all tamariki	<ul style="list-style-type: none"> • Use appropriate strategies to evaluate and ensure teacher performance, child safety and parental satisfaction. • Allocate human and other resources in a way that provides a consistently high standard of education to all tamariki. • Work with the community and the Association to identify ways to excel in ECE delivery. • Encourage flexibility in meeting the diverse needs of their community. • Advocate for tamariki and whānau.

	Effectively manage financial budgets	<ul style="list-style-type: none"> • Understand the financial resources available and utilise these to provide appropriate educational resources. • Seek advice and assistance from the Association in making financial decisions. • Comply with Association policies in terms of delegated authority and purchasing policies. • Forecast enrolments and work with the Association to maintain full rolls to meet budgeted targets.
	Review resources and budget to ensure that indoor and outdoor environments are of a high standard	<ul style="list-style-type: none"> • Conduct regular reviews of the quality of the indoor and outdoor environments. • Develop plans for areas of the learning environment to maximise budget spending. • Liaise with Association to ensure any repairs and replacements are organised.
	Comply with all licensing, regulatory and policy	<ul style="list-style-type: none"> • Demonstrate a knowledge of licensing requirements as they relate to compliance within the set up and management of indoor and outdoor environments. • Ensure teachers adhere to regulatory and policy requirements in all aspects of operations.
	Provide a safe and healthy workplace for employees, tamariki and whānau	<ul style="list-style-type: none"> • Foster a commitment to safe work practices within the team. • Ensure the identification and documentation of hazards and organises the elimination of these. • Ensure records of all incidents, notifications and reports are sent to the Association as appropriate. • Cooperate with any investigations into incidents and enthusiastically implements any improvements needed because of these.
Relationship Management	Develop a strong identity within the wider community	<ul style="list-style-type: none"> • Ensure opportunities for the kindergarten to be recognised as a key member of the local community. • Promote opportunities for the tamariki to interact within and with the community. • Actively promote the professionalism of the kindergarten through developing high quality documentation.
	Strive to provide opportunities for whānau input both formal and kanohi ki te kanohi	<ul style="list-style-type: none"> • Foster collaborative relationships with whānau. • Work collaboratively with the Association to identify priorities for development within the kindergarten. • Encourage team and whānau to work collaboratively toward shared goals.
	Develop high quality relationships with teachers, parents, Association staff and key agency representatives	<ul style="list-style-type: none"> • Communicate professionally with whānau to develop a shared understanding of the philosophy and practices. • Ensure the teaching team works collaboratively with whānau to develop shared aspirations around learning goals and outcomes for tamariki. • Ensure whānau voice is actively sought and responded to. • Represent the Association positively to; the team, whānau and community.
	Understand the implications of Aotearoa New Zealand's changing	<ul style="list-style-type: none"> • Work with the Association to understand key demographic changes, new research findings and the broader implications for the ECE sector.

	cultural, social and economic context	<ul style="list-style-type: none"> • Provide input into policy and other Association work that assists in interpreting the changing needs of communities.
	Understand and communicate the strategic plan of the Association	<ul style="list-style-type: none"> • Lead discussions around the development of strategic goals and contribute to these through the development of the kindergarten's annual plan. • Provide feedback and input into planning processes when requested to assist with effective governance.
	Maintain a clear vision of whānau expectations and adapt to changing needs	<ul style="list-style-type: none"> • Lead the process of seeking feedback to assess whether the operating model meets current needs. • Lead the process of seeking community feedback. • Work with the Association to ensure the current model aligns with community needs.