

POSITION DESCRIPTION – Senior Head Teacher

Reporting to: General Manager Professional Services

Direct reports: Up to 10 staff

Working Relationships: Children, Parents and Whānau, Colleagues, Senior Teachers, Kindergarten Association, Government agencies and other organisations

**Nature and Scope of
The Position:**

The Senior Head Teacher is the manager and leader of the teaching team and as such is responsible for providing professional leadership and management of the teaching team and Kindergarten to ensure the provision of quality education and care of children is provided.

Professional Leadership:

- To model ethical behaviour aligned to the 'Code of Professional Responsibility'
- To be familiar with and implement the 'Standards for the Teaching Profession'
- To encourage and motivate leadership, vision and innovation.
- To communicate effectively with a wide range of adults and children.
- To ensure practices, policies and decision making reflect the dual heritage of Aotearoa/New Zealand.
- To recognise and manage change.
- To develop a team culture that affirms and improves team effectiveness.
- To demonstrate a commitment to ongoing learning/teaching and setting the expectations for others to participate in Professional Development.
- To support the team and community to develop and implement a vision and philosophy for the kindergarten.

Relationship Management:

- To communicate and consult effectively with parents/guardians/whānau in a way that acknowledges and respects their values, needs and aspirations.
- To manage conflict in an effective manner.
- To seek information and guidance from specialist services, to work effectively with children and their families.
- To involve whānau in their child's learning and aspects of the kindergarten programme.
- To respond and participate in the Association business.
- To maintain and promote respectful and positive relationships with the community.

Operations and Management:

- To comply with all legislation requirements.
- To lead and manage all aspects of the health and safety requirements.
- To effectively and efficiently use available financial resources and assets, within delegated areas of authority, to support kindergarten operations.
- To implement the policies and procedures for the Hutt City Kindergarten Association.
- To use Information & Communication Technology appropriately in the management of the kindergarten operations.
- To develop and implement effective rosters for staff that include supervision, breaks and non-contact times.
- To manage the kindergarten rolls, waiting list and fees to ensure they are at capacity.
- To manage staff absences and leave.

Strategic Management:

- To understand and respond to Aotearoa/New Zealand's changing demographic and economic climate.
- To lead and engage in the process of review that enables continual improvement.
- To develop and implement a programme that meets the needs and aspirations of the community.

Learning and Teaching:

- To demonstrate a high level of knowledge and practice of Te Whāriki and the current learning, teaching theories and lead the team in the implementation.
- To provide a learning environment that is inclusive and committed to the development of the child's well-being and belonging.
- To use assessment and evaluation practises that support and record the children's learning journey in consultation with their whānau.

Kindergarten Environment:

- To develop and implement systems and processes that ensure the environment is inclusive for all children attending.
- To ensure the environment provides appropriate challenges whilst meeting health and safety requirements.
- To set up and encourage everyone to care for the environment in a respectful way.