

## KINDERGARTEN JOB DESCRIPTION

*This material is confidential to applicants, referees and  
Association management*

<b>POSITION:</b>	Head Teacher
<b>KINDERGARTEN:</b>	
<b>VACANCY NO:</b>	
<b>RESPONSIBLE TO:</b>	Senior Teacher Kindergarten Services Manager General Manager
<b>FUNCTIONAL RELATIONSHIPS:</b>	Senior Teachers Kindergarten Teacher colleagues WRFKA staff and management Parents/Whanau Children Education and Support Agencies
<b>PRIMARY OBJECTIVE:</b>	To ensure the delivery of high quality early childhood education in kindergartens.
<b>CURRENT STAFF:</b>	
<b>LICENCE:</b>	
<b>CURRENT ROLLS:</b>	
<b>WAITING LIST:</b>	
<b>AVERAGE ATTENDANCE:</b>	
<b>COMMITTEE SUPPORT:</b>	
<b>DESCRIPTION OF COMMUNITY:</b>	

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<b>INFORMATION RELEVANT TO THIS POSITION:</b>	
<b>KEY TASKS SPECIFIC TO THIS KINDERGARTEN</b>	
<b>KEY TASKS FOR ALL KINDERGARTEN HEAD TEACHER POSITIONS</b>	
<b>Key Tasks</b>	<b>Expected Outcome</b>
<b><i>Be conversant with current early childhood theory and practice and have the ability to communicate this knowledge to other staff.</i></b>	Lead the teaching team at the kindergarten. Provide advice to other staff members. Model appropriate teaching strategies.
<b><i>Show the ability to locate, absorb, communicate and apply appropriate legislation and policy in early childhood education.</i></b>	Implement local Association policies Keep all staff informed of appropriate legislation and policies. Manage the rolls of the kindergarten. Liaise, when appropriate, with Ministry of Education and Education Review Office. Ensure health and safety practices meet regulations.
<b><i>Show an ability to identify, develop and manage resources.</i></b>	Identify resource needs in the kindergarten. Work with committee and staff to set priorities for developing resources. Adapt resources, where necessary, to make them appropriate for use in the kindergarten. Ensure resources are properly used and maintained. Liaise with community members to enable use of people resources.
<b><i>Show an ability to model and promote equitable practices.</i></b>	Address all issues of equity within the kindergarten community.
<b><i>Show an ability to plan, implement and evaluate programmes which address the needs of children.</i></b>	Lead staff in developing programmes which reflect the Treaty of Waitangi Principles. Ensure the maintenance of Te Whaariki. Lead and assist staff in programme planning which involves observations, implementation and evaluation and assessment processes. Establish and implement IDP's when appropriate.
<b><i>Show an ability to create a positive</i></b>	Lead staff in delivery of the curriculum.

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<b><i>learning environment for children.</i></b>	Assist all staff in identifying the needs of children. Provide opportunities which promote positive learning outcomes including a high quality environment and displays of children's work.
<b><i>Show an ability to manage staff and work with the teaching team and kindergarten community.</i></b>	Liaise with the kindergarten committee. Assist in the provision of parent/whanau support, advice and education. Liaise with the senior teachers, Association and other educational agencies as appropriate. Liaise with the community including meeting with local primary schools.
<b><i>Show an ability to plan for professional development.</i></b>	Develop a professional development plan with staff. Regular meetings with staff in kindergartens. Attend staff meetings.
<b><i>Show an ability to administer the kindergarten operations, procedures and systems.</i></b>	Develop systems for all staff to follow. Manage, in conjunction with the committee, a budget which meets the resource purchase and maintenance needs for the planned programme.

***PERSON SPECIFICATION:***

**A kindergarten Head Teacher will:**

- Be fully registered.
- Have the ability to lead a team.
- Display qualities of tact, discretion, reliability, integrity.
- Be accepting of the wide diversity of abilities and circumstances which will be evident in any kindergarten community.
- Have excellent communication skills.
- Be committed to providing high quality early childhood education.
- Shall hold a current first aid certificate.

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