



Job Title:	Head Teacher	Job Category:	K2/3
Location:	OPEYS KINDERGARTEN	Collective Agreement:	Kindergarten Teachers Collective Agreement
Position Type:	Fulltime	Date advertised:	15 July 2020
Salary:	\$92,176 (K2x80%+K3x20%)	Closing Date:	19 August 2020
Senior Teacher:	Annette Rogers	Start Date:	19 October 2020

<p>ONLINE APPLICATIONS ACCEPTED VIA www.inspiredkindergartens.nz</p>	<p>QUALIFICATIONS Full Teacher Registration and preferably a post graduate qualification in ECE. A lesser ECE qualification may be acceptable depending on experience. A current First Aid Certificate.</p>
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Job Description

OVERVIEW

The Head Teacher will lead OPEYS (All Day) Kindergarten based in Otumoetai, Tauranga. This service includes a 0-6 all-day kindergarten with a licence of 60 and an OSCAR programme for up to 60 primary aged children.

The appointee will have significant successful experience in leading multi-room all-day services, highly developed interpersonal skills and proficiency in all areas of early childhood education. A relevant post-graduate qualification in early childhood education and experience with OSCAR are desirable.

The appointee will be committed to the values of Inspired Kindergartens,

Reports to: Senior Teacher

Direct reports: Two Assistant Head Teachers and OSCAR Coordinator

Required Knowledge and Experience

- Commitment to iK Values
- Knowledge, understanding of the principles of, and being culturally responsive to Te Tiriti o Waitangi and tikanga o Te Ao Māori and how this relates to the early childhood education curriculum Te Whāriki.
- A strong socio-cultural philosophy and a deep understanding of the cultural, social, economic and environmental context in which children, their whānau and communities live.

- A deep understanding of Te Whāriki
- Advocacy of equity for children and whānau
- Knowledge of current, innovative and effective teaching and professional practice and how this is reflected in education settings.
- Vision –wawatanga
- Application of the ethic of care

Key Responsibilities

Professional Leadership

Leading continuous improvement in early child education in the kindergarten. Specifically, this will include:

- Ensuring that the kindergarten is developing and implementing culturally responsive practices that reflect te Ao Māori and upholds the principles of Te Tiriti o Waitangi
- Undertaking performance management to ensure teachers develop in line with the Teaching Council's 'Our Code' Our Standards,
- By coaching and mentoring ensuring the kindergarten is implementing current and effective approaches to teaching practice and learning, including for children with learning support needs
- By coaching and mentoring ensuring each service is adopting and implementing current and effective leadership, teaching and management practices
- Supervising the kindergarten's professional learning programme
- Supporting staff to develop the vision and innovation required to deliver excellence in teaching and learning into the future
- Inspiring, motivating and supporting staff to continually improve the quality of teaching and learning
- Establishing and leading an effective process of evaluation that facilitates on-going improvement for the kindergarten
- Demonstrating own commitment to on-going pedagogical learning
- Displaying ethical and responsible behaviour

Strategic Leadership

The identification, participation in, and implementation of iK's strategic vision, to the kindergarten's operations. Specifically, this will include:

- Exhibiting and encouraging iK values
- Ensuring staff are aware of, committed to and supported in meeting the changing environment within which iK delivers its services
- Contributing to the professional development of staff to provide the highest quality education that meets the iK strategic vision and goals
- Leading the strategic direction of the kindergarten

Professional Relationships

Establishing and managing the relationships that are instrumental in delivering quality education. Specifically, this includes:

- As the kindergarten's leader, demonstrate effective collaboration within and across teams
- Ensuring that there is a cooperative and constructive relationship between staff
- Communicating effectively in writing, orally, and interpersonally
- Ensuring that relationships which are appropriate and beneficial to the kindergarten are built within the kindergarten and with the wider community
- Managing conflict effectively and working actively to achieve resolutions that are consistent with iK expectations

Operations and Management

To manage the delivery of high quality education in the area of responsibility. Specifically, this will include:

- Ensuring iK performance management policies, procedures and practices are being effectively applied
- Ensuring relevant legislative, regulatory, monitoring and reporting requirements are being met
- Managing and controlling the use of available financial resources and assets to effectively and efficiently support iK operations
- Contribution to kindergarten appointments; management and development of staff to ensure the delivery of quality early childhood education and its administration
- Understanding and openness to ECE-relevant ICT
- Contribute to the marketing of the kindergarten

Person specification

In addition to demonstrating that they meet the Teaching Council's Professional Standards the Head Teacher will be expected to have demonstrated the following:

Leadership

- Managing Performance: The ability to take responsibility for one's own performance and that of others when appropriate. This includes setting clear expectations, tracking progress, providing feedback, and addressing performance issues promptly.
- Establishing Focus: The ability to develop and communicate goals in support of iK's strategy.
- Providing Motivational Support: The ability to gain the commitment of others to their work.
- Fostering Teamwork: As a leader, the ability to work collaboratively with others on a team. And the ability to demonstrate interest, skill and success in getting groups to work together.
- Systems Thinking & Managing Change: The ability to demonstrate support for innovation

and for change including the ability to respond creatively to the current complexities of the early childhood education and other relevant education sectors.

- Developing Others: The ability to build capability and capacity in others.

Communication and influencing others

- Advocacy for children at an individual level.
- Persuasive Communication: The ability to plan and deliver oral and written communications that make an impact and persuade their intended audiences.
- Influencing Others: The ability to gain the support of others for ideas, proposals, projects, and solutions.
- Building Collaborative Relationships: The ability to develop, maintain, and strengthen partnerships with relevant others inside or outside the kindergarten

Preventing and solving problems

- Systems Thinking: The ability to identify and gather information to address issues using a logical and systematic approach.
- Forward Thinking: The ability to anticipate the implications and consequences of situations and take appropriate action.
- Strategic Thinking: The ability to develop, in consultation a team, a centre's strategy.
- Technical Expertise: A depth of knowledge and skill in early childhood teaching and learning and the regulatory framework.

Achieving results

- Initiative: Identifying what needs to be done and taking appropriate action.
- Success: Set challenges, focus effort on identified outcomes, and meet or exceed them.
- Completion: Following up with others to ensure that agreements and commitments have been fulfilled.
- Decisiveness: The ability to make decisions in a timely manner.

Self-management

- Emotional intelligence: Demonstrated understanding of self and others and showing empathy for others
- A sense of humour
- Courage & Self Confidence: Showing maturity in one's own practice and judgment.
- Stress Management: The ability to function effectively when under pressure,
- Personal Credibility: Responsible, reliable, trustworthy with a high level of integrity.
- Flexibility: Open mindset to different and new ways of doing things, a willingness to modify one's own approach.
- Continual improvement: Demonstrated commitment to personal ongoing professional learning and development.

Experience and qualifications

- Successful teaching and leadership experience in kindergartens and/or other early childhood centres, especially in multi room all-day services
- Knowledge of and commitment to te reo and te Ao Māori
- An ECE qualification relevant to the role
- Full certification and current practicing certificate with the Teaching Council of Aotearoa New Zealand
- A post graduate study is desirable

Reviewed By: PM

Date: 07.07.20

Approved By: PM

Date: 14.07.20

Last Updated By: PM

Date/Time: 14.07.20