

# Head Teacher/Assistant Manager

**Reports to: Centre Manager**

**Key Relationships: Centre staff, tamariki & whānau**

**Authority Levels: As agreed by CM**

## WHY YOU'RE HERE

At BestStart, we stand up and stand out for our children, families and communities. We're leaders in the early childhood sector, we make a difference and we love what we do. We pride ourselves on being an inclusive team. We encourage our people to bring their unique selves to work. If you're passionate about making a difference, you belong here.

### WHAT YOU'LL DO

- Be a high impact leader who positively influences centre priorities, strategic plan and annual goals utilising the Annual Management plan and effective evaluation for improvement.
- Be always an advocate for tamariki ensuring equitable outcomes for all that demonstrate the Code and Standards of the Teaching Profession and quality practice template
- Ensure all legal, compliance and regulatory frameworks are being adhered to and documented. Develop with your team learning partnerships with families/whānau in order to support positive individual learning outcomes for tamariki.
- Lead, drive and work collaboratively with your team to understand and enact a localised curriculum that is underpinned by the goals and outcomes of Te Whāriki.
- Ensure that children's learning progression is supported through effective assessment planning and evaluation and teaching strategies that include Te Whāriki goals and learning outcomes.
- Ensure the learning environment is safe, and reflects childrens interests and learning and development priorities
- Develop a learning culture based on effective coaching and engagement within the rituals of the Professional Growth Cycle and ensure access to and value for professional learning to enhance capability in self and others.
- .Ensure culturally responsive practices using the principles of Te Tiriti o Waitangi as a foundation.
- Understand and be able to enact the role and responsibilities of a Persons Responsible within a centre/service
- Role model our values. Inspiring, mentoring and motivating others.

### HEALTH & SAFETY

- Actively promote hauora and role model health & safety awareness.
- Complete health & safety training as required.
- Identify, report and escalate risks, health, safety and environmental hazards within the workplace and take appropriate action.
- Understand and meet any legally binding health & safety regulations relevant to the workplace.

### THE SKILLS, KNOWLEDGE AND EXPERIENCE YOU'LL NEED

- Must hold a recognised ECE qualification.
- Fully certificated with a minimum of 2 years experience working with tamariki in an ECE environment.
- Ability to respond to diverse cultures and experiences and provide inclusive and effective teaching practices.
- Maintain professional and respectful relationships at all times.
- Demonstrate a passion for and commitment to teaching and learning and role model this.
- Good verbal and written communication skills.
- Self-motivated, innovative, reflective and prepared to think beyond boundaries.