



Job Description

Position

This position is **Early Childhood Educator** at The Orchard Child Care & Preschool. The Orchard is a mixed centre and this role is for educator of all children from birth to school age.

Introduction

At The Orchard Child Care & Preschool we believe in providing a rural environment for all children based on Christian principles, where they feel that they belong, are loved, safe, cared for and nurtured. We are family/whānau orientated and incorporate bi-cultural practices that reflect the bi-cultural heritage of Aotearoa. The Orchard is owned and operated by Bridget Gifford who will be working in the centre in an administrative, planning and teaching role.

Profile

Fully qualified Early Childhood educator to work with children from birth to school, with priority given to care and well being of each child. Children and families are to feel welcome and integral to our service, at all times.

Responsible to

All employees of The Orchard Childcare Ltd are responsible to Bridget Gifford, who can be contacted at any time either at The Orchard Child Care & Preschool 07 3323 603.

Primary Responsibilities of the Position

The primary responsibilities are the children attending The Orchard Child Care & Preschool each day, their parents and whānau.

Main Objectives

- To provide a high quality programme in accordance with the principals of Te Whaariki
- To contribute to developing policies in conjunction with other staff and stakeholders
- To promote awareness of and commitment to honouring the Treaty of Waitangi
- To ensure that the aims and policies of the Centre are met
- To ensure that the regulations are adhered to and NZ teaching standards are met
- To work with the children
- To carry out scheduled duties.

Key Tasks

These include, but are not limited to;

- Implementing a programme similar to a home-setting, where children are encouraged to participate in all aspects of The Orchard as they would at home including cooking, gardening, caring for animals, nurturing younger children while feeling comfortable and treasured.
- To plan and implement suitable programmes that reflect individual stages of children's development and reflect Te Whaariki
- Care and well being of all children at The Orchard Child Care & Preschool
- Care and well being of animals at The Orchard Child Care & Preschool

- Being familiar with and ensuring all policies are adhered to.
- To ensure that the Treaty of Waitangi obligations and equity issues are permeated throughout the programme and Centre's environment, and that this is reflected throughout every part of the Centre's daily routines and practices
- Use of bi-cultural and multi-cultural practices to recognize the importance of all children's heritage and traditions
- Provide a variety of materials and resources for children to explore, manipulate and use, both in learning activities and in imaginative play.
- Attend to children's basic needs by feeding them, dressing them, and changing them.
- Establish and enforce positive behavior management routines, in discussion with all staff.
- Organize and lead activities designed to promote physical, mental and social development, such as games, arts and crafts, music, storytelling, fantasy play and excursions.
- Assist with general running of The Orchard Child Care & Preschool including telephone answering, taking messages, cleaning, weeding and other household tasks
- Communicating openly and honestly with parents, caregivers and whanau
- To attend staff meetings
- To liaise with Parents/Whanau in a confidential and professional manner at all times keeping the best interest of the child in mind
Development and upkeep of children's portfolios, encouraging whanau involvement
- Recording children's learning and planning according to each child's needs and areas of interest.
- Developing children's knowledge through identifying areas of interest and progressing their development while harnessing these areas of interest.
- Deliver a school transition programme featuring numeracy and literacy components.
- Attend monthly staff meetings – paid in addition to weekly wage.
- Communicate honestly and openly with other staff and management.

Expected Outcomes:

That children are thriving and learning in a safe, warm, friendly, caring, attractive, stimulating environment where they have high quality interactions with adults and with peers.

The programme meets each child's individual needs

Children have their potential for learning optimised at all times

Children and staff observe appropriate role modelling at all times

Parents/whanau understand and have knowledge of their child's development

The Centre operation is smooth and harmonious

Parents/whanau and the wider community contribute to the aims and philosophy of the Centre

All statutory requirements are met at all times

Policies and procedures are adhered to at all times

Children's learning is recognised and communicated through learning stories

Parents/Whanau have confidence that they can raise any concerns and have them dealt with in a fair, professional and respectful way.

Employee Obligations

- The Employee is to make him or herself available to attend such training courses as deemed necessary by the Employer.
- The Employee is required to wear any uniform supplied by the Employer.
- The Employee shall wear the complete uniform as supplied, and shall take responsibility to ensure it is clean and presentable at all times.
- Plain black pants for winter and plain black ¾ pants or shorts for summer.
- Visual body piercing is to be kept to ears only.
- Personal telephone calls are discouraged, unless it is an emergency situation or the Employer has granted permission. Cell phones are to be kept in office and used only during breaks – unless under special request and agreed to by manager.

- Visits from friends or relatives whilst the Employee is undertaking his/her duties are discouraged.
- Under the Smoke Free Environment Act, the workplace is a designated non-smoking area. All staff and visitors must comply with this smoking policy and smoke off the property.
- It is an offence for any Employee to use threatening, abusive or insulting actions or language likely to cause ill will on the grounds of religion, colour, race, ethnic origins, or age.
- The Employee shall carry out his/her duties well, faithfully and diligently providing the Employer with the full benefit of the Employee's experience and knowledge.
- Sexual harassment will not be tolerated by the Employer and disciplinary action will be taken if allegations of sexual harassment are substantiated.
- Where the Employee during the course of their employment experiences periods where he or she feels they are extended beyond their capability, such Employee must advise the Employer so that suitable arrangements may be made.
- No equipment, tools or property belonging to the Employer shall be removed from the premises without the Employer's prior permission.

Date prepared & Date for review

This job description was prepared in July 2020 and will be reviewed again in August 2020 by the employee and employer – or earlier if deemed necessary by either party.

Signed

Employee's Name _____

Signature _____

Date _____

Employer's Name _____

Signature _____

Date _____