

## DUNEDIN RUDOLF STEINER KINDERGARTEN JOB DESCRIPTION

**Position:** Kindergarten Teacher

**Reporting to:** Kindergarten Head Teacher

The Kindergarten Teacher is employed by the Proprietors Trust which is the governing body for the Kindergarten. On the day-to-day basis the Kindergarten Teacher is accountable to the Kindergarten Head teacher. The Kindergarten Teacher's main responsibility is the provision of quality early childhood education and care within the special character of Rudolf Steiner education.

The appropriate level of standards for teachers, as set out by the Teaching Council, will be met in addition to the requirements of this job description

<b>Responsibilities</b>	<b>Competencies</b>
<p><b>Learning and Teaching</b></p> <ul style="list-style-type: none"> <li>• The curriculum will reflect current approaches to learning and teaching that also meet the special character of a Steiner Kindergarten</li> <li>• Early Childhood Education and Care Centres regulations 2008 will be met at all times</li> </ul> <p><b>Team responsibilities</b></p> <ul style="list-style-type: none"> <li>• Take a full and active part in all aspects of the kindergarten</li> </ul>	<ul style="list-style-type: none"> <li>• The Steiner Philosophy and the principles of Te Whāriki will underpin the curriculum and the assessment and planning processes</li> <li>• Practice will reflect Policies and Procedures</li> <li>• Teachers all work with the head teacher who will ensure that the kindergarten teachers work together in a collegial manner, reaching decisions through consensus. If consensus cannot be reached the teachers will follow the recommendation of the Head Teacher. The team will work together to develop a shared understanding of the special character, and how this is practised in the kindergartens</li> <li>• Contribute to kindergarten planning, implementation and evaluation</li> <li>• Contribute to kindergarten staff meetings and College of Teachers meetings</li> </ul>

Responsibilities	Competencies
<p><b>Effective Communication</b></p> <p><b>Health and Safety</b></p> <p><b>Te Tiriti o Waitangi</b></p>	<ul style="list-style-type: none"> <li>• Undertake administrative, practical and other tasks as agreed with the kindergarten teachers</li> <li>• Maintain loyalty and support for all colleagues</li> <li>• Take an active role in the appraisal process</li> <li>• Commitment to Professional Development</li> <li>• A positive, responsive and sensitive attitude must be reflected and communicated within the kindergarten environment at all times</li> <li>• Ensure confidentiality of information</li> <li>• Provide parents with opportunities to discuss their child’s development and the kindergarten’s programme and practices</li> <li>• Have knowledge of and comply with safety requirements of the Early Childhood 2008 legislation</li> <li>• Have knowledge of and adhere to the Health and safety policies and procedures at the kindergarten</li> <li>• Model responsibility for and commitment to Te Tiriti o Waitangi</li> </ul>

## KEY TASKS

**The following are the routine tasks of the Kindergarten Teacher:**

- ❖ Co-working with teaching colleagues.
- ❖ Keeping track of supplies needed in the Kindergarten.
- ❖ Helping prepare and serve morning tea and snacks.
- ❖ Cleaning up after morning tea and lunch.
- ❖ Assisting children with arts and crafts as required.

- ❖ Assisting with outdoor play equipment (eg hammocks, shovels, gardening, sandpit raking, covers, woodwork table, water bucket, tidy up).
- ❖ Accompanying kindergarten on walks.
- ❖ Helping prepare resources as required- for example, painting equipment, drawing equipment.
- ❖ Maintaining the general cleanliness and tidiness of the indoor areas, and the tidiness of the outdoor environment.
- ❖ Contributing to the documentation of children's learning (via the "Journey books") and the writing of learning stories.
- ❖ Share the leading of curriculum activity (eg Te Reo waiata, music, storytelling or crafts etc).
- ❖ Attendance at teacher meetings, parent nights, some working bees and Teacher Only days is required.
- ❖ Preparation for, and attendance at festivals
- ❖ Expected to become familiar with the rhythm and verses used in the Kindergarten and be able to carry this in the event of normal teaching colleagues being absent

## **PERSONAL REQUIREMENTS**

- ❖ Honest, caring and reliable.
- ❖ Committed to work in accordance with Rudolf Steiner Waldorf principles, and to be open to the underlying philosophy known as anthroposophy.
- ❖ Be approachable and able to communicate effectively with children, parents and the wider community.
- ❖ Manage time effectively and be well organised, flexible and resourceful.
- ❖ Co-operative, communicative and conscientious
- ❖ Able to work supportively in a teaching team
- ❖ Qualified Early Childhood teacher preferred but not essential.