



**AVONDALE
COLLEGE**

Avondale College

Early Childhood Education Centre

Position Description – 2025

Name	
Title	Early Childhood Teacher
Department	Early Childhood Education Centre
Reporting To	Centre Manager
Functional Relationships	All staff, all children, whanau / families / caregivers, visitors

Main Objectives:

1. To understand and implement Te Whāriki.
2. Provide education and care and engage in meaningful, positive interactions to enhance children’s learning opportunities.
3. To maintain positive relationships with all children, whanau, families and caregivers.
4. To work effectively with other staff members as part of a cooperative team.
5. To support relieving staff and student teachers.
6. To have a working knowledge of all Centre policies and procedures.
7. To exercise responsible judgment involving decisions related to children.
8. To maintain a consistent, positive and flexible attitude.

Key Result Areas	Expected Outcomes
Using Te Whāriki framework to assist the Centre Manager and other staff to organise and operate programme of early childhood education and care to meet the individual needs of each child.	<ul style="list-style-type: none"> • Children’s individual needs are met. • Fostering an environment and be responsive to children as confident and competent learners. • Children’s preferences are respected, and they are involved in decisions about their learning experiences.
To assist in the preparation and organisation of materials and activities so that the children are stimulated and encouraged to choose areas of play.	<ul style="list-style-type: none"> • A high standard of assessment, planning and evaluation that demonstrates an understanding of children’s learning, their interests, whanau and life contexts. • Document evidence of children’s learning experiences such as portfolios and wall displays which are readily available to children, whanau, families and caregivers to review • Resources and equipment are well looked after and in working order.

Key Result Areas	Expected Outcomes
To read, understand and carry out Early Childhood regulations and other pertaining documents.	<ul style="list-style-type: none"> • Read, understand and demonstrate the Te Whāriki curriculum and assist with documentation as required for compliance for Curriculum, Professional Practice and Health and Safety.
To carry out scheduled duties and adhere to staff rosters.	<ul style="list-style-type: none"> • A high standard of hygiene and a secure, safe, and healthy environment is maintained.
To attend regular staff meetings.	<ul style="list-style-type: none"> • Information on activities and management within the Centre is discussed.
Support and liaise with parents, providing positive and encouraging feedback.	<ul style="list-style-type: none"> • To foster parent confidence in the Centre staff and programme. • To ensure individual needs of families and children are met.
To assist in keeping records of children.	<ul style="list-style-type: none"> • Records of accidents, medication, and ongoing records of children are maintained.
Other tasks	<ul style="list-style-type: none"> • Complete other task/project related goals and objectives as delegated by and agreed to by Manager.

Name _____ Employee

Signed _____ Date _____

Name _____ Licensee

Signed _____ Date _____