

Early Childhood Educator/Kaiako

Position: Permanent Full Time
Grade: Within the Early Childhood Collective Employment Contract

BACKGROUND INFORMATION

Christchurch Polytechnic Institute of Technology (CPIT) is the largest South Island ITP (Institute of Technology and Polytechnic). The institute has two centrally located large campuses in Christchurch and a number of smaller learning centres around Christchurch. Emphasis is on applied learning where theoretical education is combined with a hands-on approach. CPIT prides itself on the emphasis it places on excellence - such as the increasing number of teaching awards it attracts and its achievement of high levels of recognition in educational audits - and on the many diverse and dynamic partnerships it has with industry, the community and a wide range of interest groups in the city.

CPIT welcomes approximately 25,000 student enrolments each year including both full and part-time, domestic and international, professional, paraprofessional and trades focussed. Students and staff of a myriad nationalities attend throughout the year during the day, evening or weekend. Te Wānaka o Ōtautahi (CPIT) also provides a place of belonging for those wanting to engage in te ao Māori or Fale Pasifika.

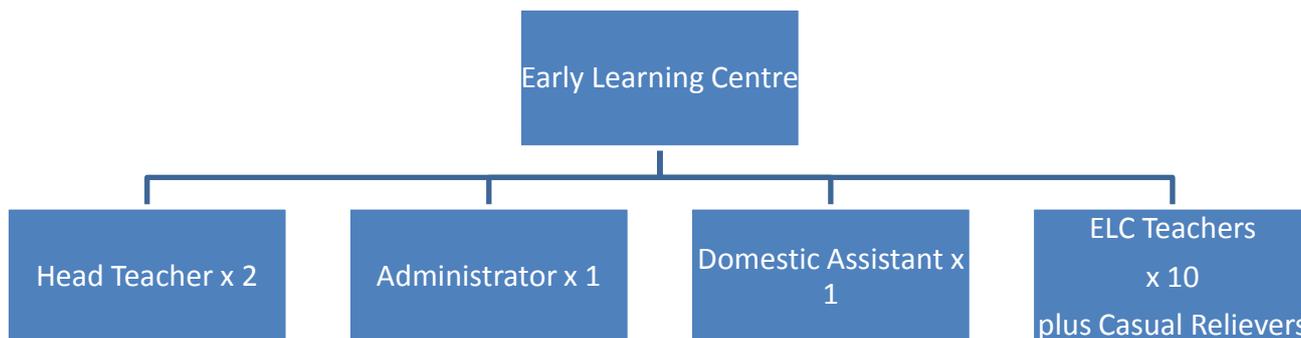
Over 1,500 staff teach and support learning in vocational programmes and courses across a comprehensive range of career and subject areas at varying levels from foundation to degrees, graduate diplomas, diplomas and certificates to short term modules and courses customised for business, industry or special interest clients.

A challenging and exciting education environment demanding responsiveness to the diverse needs of students, employers and our region makes CPIT a dynamic and engaging place in which to work.

INTRODUCTION

The Christchurch Polytechnic Institute of Technology (CPIT) Early Learning Centre is located in the grounds of the Polytechnic in a purpose-built facility. Separate indoor and outdoor areas are provided for children who are under two (nursery) and for children who are over two (preschool). The Centre caters for children from a culturally diverse community. The majority of children attending the centre have parents and family members who work or study at CPIT. The Centre's philosophy to develop respectful, nurturing relationships in an environment that is warm and welcoming is clearly evident. The Manager and teachers work effectively as a team, supporting one another in implementing a rich core programme. High ratios of teachers to children enable teachers to spend quality time with children to promote their learning and development. The Centre strives to maintain a ratio of 1:3 in the nursery (9 children) and 1:7 in the preschool (35 children).

ORGANISATION STRUCTURE



PRIME FUNCTION/PURPOSE OF THE JOB

The applicant will hold a BTchLn/DipTch (ECE) qualification. The applicant will feel passionate about working with young children in an environment where children learn through individual and co-operative play opportunities. A sound knowledge of planning for children's learning and development based on the principles, strand and goals of Te Wharariki – The Early Childhood Curriculum, is essential. We are looking for a special someone who is warm and sensitive, who works well in a team environment and has a proven ability to foster strong and respectful relationship with children and families/whanau from diverse backgrounds.

DELEGATED AUTHORITY AND RESPONSIBILITIES

Financial: Nil
Human Resources: Delegation level 600 on the Human Resources delegation schedule.
Other: Nil

PROFESSIONAL PROFILE

| ESSENTIAL | PREFERRED |
|--|---|
| Education/Qualifications <ul style="list-style-type: none"> A Bachelor of Teaching & Learning, Diploma of Teaching (ECE) or equivalent qualification. | <ul style="list-style-type: none"> ECE Qualification |
| Experience/Skills/Knowledge <ul style="list-style-type: none"> Skills and abilities in the early childhood field. Sound knowledge of child development and the ability to convey this to others. The warmth, energy and personality to maintain a constant commitment to young children. Proven ability to relate effectively to children, parents and staff from diverse backgrounds. An active interest in translating Early Childhood policy and theory into practise. | |
| Personal Attributes <ul style="list-style-type: none"> We are looking for a warm, friendly and motivated teacher. A positive attitude, and confidence in using own initiative Cultural sensitivity and ability to support CPIT's and the Childcare Centre's commitment to Te Tiriti o Waitangi. Flexibility to work in different parts of the Centre and to work with others to meet the staffing ratio needs of the Centre. Capacity to build successful working relationships with colleagues Ability to cope with change and the stresses of a demanding job | |

| KEY FUNCTIONAL RELATIONSHIPS | |
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| Internal <ul style="list-style-type: none"> Staff and Colleagues of the ELC | External <ul style="list-style-type: none"> Parents and Caregivers |

| KEY TASKS | EXPECTED RESULTS |
|---|---|
| <ul style="list-style-type: none"> Induct children into the centre Plan implement and evaluate programmes of experiences for children Communicate with other staff concerning the development and progress of each child. Maintain records of observations and progress of children, update parents/caregivers daily. | <ul style="list-style-type: none"> Smooth induction of new children into the Centre. An effective programme of experiences meets the needs of children in your care. Relevant others are informed and current in their knowledge of the development and progress of each child. Adequate records are kept of observations and |

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| <ul style="list-style-type: none"> • Take responsibility for specific health and safety duties. • Ensure that the Centre maintains a high standard of hygiene. • Maintain an understanding of the Centre's programmes and actively acknowledge the commitment to the partnership inherent in Te Tiriti o Waitangi. • Foster strong and respectful relationships with children, parents and staff from diverse backgrounds. • Model affirming behaviour and attitudes showing respect and acceptance of differences to all people. • Attend and participate in regular staff meetings • Take an active part in the formulation of Centre policy and contribute towards achievement of Centre goals. • Maintain professional confidentiality regarding all matters relating to staff, parents, children and the Centre. | <p>progress of children, and parents/caregivers regularly updated.</p> <ul style="list-style-type: none"> • High standards of health, safety and hygiene are maintained. • The Centre's commitment to biculturalism and partnership is evident. • Diversity is respected and celebrated. • All staff participate in the setting and achieving of the Centre's goals. • Staff meetings are productive - used for information sharing, joint problem solving, goal setting, staff development. • Communication with and about others (parents, staff, children, the Centre) is professional and appropriate. • Children in your care are learning, developing, healthy and happy. |
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All of the information provided above is intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the position and incumbent. From time to time, the incumbent will be required to accept and carry out other relevant duties as assigned by the Manager – ELC or her delegate.

FOR YOUR INFORMATION

1 Staff Appraisal

CPIT has in place a negotiated system of staff appraisal in relation to job performance, safe work practices, and the criteria outlined in the CPIT Employee Profile.

2 Professional Development

CPIT is a learning organisation where professional development is supported. Teachers are asked to develop a professional development plan with their Manager.

3 CPIT Profile

For CPIT to develop and prosper, all teachers are expected to demonstrate a range of skills, knowledge and attitudes that contribute positively to the organisation's fundamental purpose which is to provide quality learning for students. We have an integrated approach to defining, describing and developing a positive learning culture among staff and we align this approach at all levels to the mission, values, goals and strategic direction of the institution.

4 Health and Safety

Applicants for positions are asked to declare any relevant health related needs or issues on the Confidential Information form provided to Human Resources with your application for appointment. This information is not used for shortlisting but we do expect you to discuss your needs as part of the interview process or when accepting an offer of employment where this is relevant. Confidentiality is assured and applicants will not be differentiated on the basis of disabilities or health requirements unless these render applicants unable to undertake the task requirements. Employees may be required to undertake a health check where baseline data is needed for specific positions. Eg a hearing test for those involved in engineering workshops.

5 Employment Terms and Conditions

Appointment is within the terms of the State Sector Act, the Education Act 1989, the Employment Relations Act 2000 and an applicable Collective Employment Agreement (CA). For the first 30 days of employment CPIT is legally required to employ staff on the terms and conditions of the applicable Collective Agreement which covers the position offered. If the staff member joins the union, the terms of the collective document continue to apply; should he/she decide not to join the union, an individual agreement may be negotiated after the 30-day period expires. CPIT's Childcare Centre Educators/Kaiako Collective Employment Agreement (2 July 2008 – 31 March 2010) will be offered in the first instance.

APPLICATION DETAILS

Applications must include the CPIT job application form and be marked:

Early Childhood Educator/Kaiako

Ref: DP4062

Applications should be addressed to:

Senior HR Advisor
Christchurch Polytechnic
Institute of Technology
PO Box 540
CHRISTCHURCH

Email hr@cpit.ac.nz
Phone (03) 940-8623
Fax (03) 940-8616

and forwarded in person, by fax, post, or email

**Applications Close
Friday 5 February 2010**

The standard application form attached provides the Institute with a common set of information about each candidate, but applicants should not limit themselves to that form. Personal applications set out in the applicant's own style including curriculum vitae and particular references to the job description and personal profile are welcomed.