

Early Childhood Educator/Kaiako

Position: Full time (40 hours per week; 52 weeks per year)
Grade: Within the Early Childhood Collective Employment Contract

BACKGROUND INFORMATION

CPIT Institute of Technology (CPIT) is one of Christchurch's four major tertiary institutions and is located in the central city with a number of additional satellite campuses. It is the largest South Island Polytechnic and one of the biggest in New Zealand.

The Institution welcomes approximately 25000 student enrolments each year as full and part time, domestic and international, professional, paraprofessional and trades focussed. Over 2000 staff teach and support learning in a wide range of vocational programmes varying from degrees, graduate diplomas, diplomas and certificates to short term modules, night classes and courses customised for business clients.

A challenging education environment demanding responsiveness to the needs of students and employers makes CPIT dynamic and an engaging place in which to work.

CPIT Early Learning Centre is situated on campus in a purpose built Centre. We provide a high standard of quality care and education and strive to maintain ratios of 1:3 in the nursery and 1:7 in the preschool. We provide care and education for children aged six (6) months to five (5) years. We are licensed for 39 children aged 2 – 5 years and 10 children under two years of age. The Centre employs eight (8) full-time staff and two (2) part-time staff.

PROFILE

We are looking for a warm, friendly and motivated teacher. The successful applicant will have:

- A Diploma of Teaching (ECE) or equivalent or working toward an ECE qualification.
- 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.
- Cultural sensitivity and ability to support CPIT's and the Childcare Centre's commitment to Te Tiriti o Waitangi.
- 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.
- Flexibility to work in different parts of the Centre and to work with others to meet the staffing ratio needs of the Centre.
- A commitment to the CPIT staff profile.

RESPONSIBLE TO

Head Teacher and Manager.

DUTIES INCLUDE

- 1 Ensure the smooth induction of new children into the Centre.
- 2 Plan, implement or evaluate an effective programme of experiences to meet the needs of children in your care.
- 3 Communicate with other staff concerning the development and progress of each child.
- 4 Ensure adequate records are kept of observations and progress of children, including daily report to parents/caregivers.
- 5 Take responsibility for specific health and safety duties.
- 6 Ensure that the Centre maintains a high standard of hygiene.
- 7 Maintain an understanding of the Centre's programmes and actively acknowledge the commitment to the partnership inherent in Te Tiriti o Waitangi.

- 8 Take an active part in the formulation of Centre policy and contribute towards achievement of Centre goals.
- 9 Attend and participate in regular staff meetings.
- 10 Foster strong and respectful relationships with children, parents and staff from diverse backgrounds.
- 11 Model affirming behaviour and attitudes showing respect and acceptance of differences to all people.
- 12 Maintain professional confidentiality regarding all matters relating to staff, parents, children and the Centre.

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 (01 February 2002 – 1 July 2003) will be offered in the first instance.

APPLICATION DETAILS

Application for Appointments - General Staff forms must be marked:

Early Childhood Educator/Kaiako

Ref: DR3161

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 Monday 14 April 2008

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.