



Date- 19.01.15

Teacher responsibilities:

- Punctuality,
- Confidentiality,
- Clean, tidy and appropriately dressed,
- Drug and alcohol free,
- Leave own cell phone in staff area unless required to carry it, do not use it for personal reasons when involved in teaching of children,
- Photographs are not taken unless for child portfolios, and with permission,
- Ready to actively participate within a team facilitating planning, implementing and evaluating of a programme to suit the individual interests/strengths and next step of individual children (akonga/learners),
- Familiar with and able to put into practice the Early Childhood Regulations 2008 & Licensing 2008; recognising Te Whāriki as the Early Childhood Curriculum,
- Ready to acknowledge and grow in the understanding of the Māori people as Tangata Whenua of Aotearoa,
- Familiar with and ready to action the Behaviour Management and Positive Guidance Policies; if wishing for further understanding of these policies (and any others) ask the Centre leadership,
- Familiar with the Centre Child Abuse policy, & to actively participate in the prevention of child abuse at all times, being sensitive to its management of,
- Valuing of each child's family/whānau background,
- Able to incorporate Te Whāriki into the long term and day to day programme,
- Providing a supportive environment: responsive, friendly, welcoming and safe; this is to be inclusive of all socio-cultural, and ethnicities,
- Position according to required supervision and safety of all children; be familiar with child: teacher ratio and practice it; on entry into the Centre, observe where you would most be needed to support child safety and learning; if in doubt, approach the leadership of the Centre; when talking to a parent, keep your position in such a way that you best scan children, keep all conversation to a minimum, & according to current learning only, (Note: any information to be shared that is of a personal nature towards a family, leave to Senior Management); do not get into conversations not relevant to the Centre,
- Report maintenance needs to management promptly, if wishing to document, ask for the relevant resource,
- Be responsible for ensuring your own continuing of professional development,
- Participate in staff appraisal/evaluation processes,
- Supportive of parents as first educators of their children,
- Work as part of a team in the settling of new children and their families,
- Keep accurate records on a daily basis as required,
- Manage time effectively,
- Familiar with the Education Code of Ethics and follow in practice,

- Familiar with the Centre Hazards list; know the process to follow in the identification of a potential hazard; know & practice safety procedures of the centre, going through the Centre Safety Training requirements.

As a teaching reliever: 19.01.15

Remember to abide by all of the teacher responsibilities; refer to 'Information for Relievers'

Additional:

- Children are never to be discussed in front of other adults/parents/guardians; relievers will leave all feedback to parents with regular Aroha Early Learning teaching staff,
- The Centre office is out of bounds unless permission is given by management and/or head teaching staff,
- The Centre phone is not to be used unless permission is given; please let regular teaching staff answer all incoming calls,
- Leave your cell phone in the staff room when working with children,
- Teaching resources belong to the Centre management and/or regular teaching staff; if requiring to use resources and/or equipment not put out by teaching staff, ask permission before using (realise permission may not be given); any resources/equipment used must then be returned correctly, if broken while in use please let those to whom it belongs know; the correct thing would be then to replace or repair,
- Do not lift children unless permission is given and only when requiring to, e.g. lifting into a swing,
- Any 'work' completed by a reliever must be owned by the relieving teacher, i.e. place your own name on things such as 'art work', it is the children who are practicing their creativity, skills and abilities; let them explore and express their creative work,
- Join in with child play/learning, observing what their strengths and interests are; do not take over at any time,
- Regular teaching staff manage child behaviour, ask for assistance when a child demonstrates inappropriate behaviour; be familiar with the Behaviour Management policy and also the Positive Guidance policy,
- Familiarise yourself with the Centre Philosophy Statement,
- Toileting is not carried out by relieving staff unless permission is given by leadership and permission will be given to only those who are either long term relievers and/or who know the children well.

Read the sign this copy: