



Kindergarten Support Worker Job Description

Responsible To:		Head Teacher
Working Relationships:		Head Teacher, Teachers, Whānau, Tamariki
Related Documents:		Our Code Our Standards
Other Related Documents:		Te Whāriki Licensing Criteria for Early Childhood Education and Care Services 2008 (Amended March 2023) Education (Early Childhood Services) Regulations 2008 NKA Leave Policy
Nature and Scope of the Position:		The Kindergarten Support Worker is responsible for support the Kindergarten with duties including cleaning, food preparation, setting and preparing teach resources, and general duties to support teaching and care in the Kindergarten.
Definitions:		Kindergarten Support worker is a non-teaching role providing support functions for the Kindergarten
Delegated Authority:		NA
Area	Key Tasks	Expected Outcomes
<i>Our Code</i>		
	Commitment to the NKA vision	Maintain public trust and confidence in the teaching profession.
	Commitment to Learners	Work in the best interests of learners.
	Commitment to Families and Whānau	Respect the vital role my learners' families and whānau play in supporting their children's learning.
	Commitment to Society	Respect my trusted role in society and the influences I have in shaping futures.
<i>Our Standards</i>		
	Te Tiriti o Waitangi partnership	Demonstrate commitment to tangata whenuatanga and Te Tiriti o Waitangi partnership in Aotearoa New Zealand.
	Professional Learning	Use inquiry, collaborative problem-solving and professional learning to improve professional capability to impact on the learning and achievement of all learners.
	Professional relationships	Establish and maintain professional relationships and behaviours focused on the learning and well-being of each learner.
	Learning-focused culture	Develop a culture which is focused on learning, and is characterised by respect, inclusion, empathy, collaboration, and safety.
	Design for learning	Design learning based on curriculum and pedagogical knowledge, assessment information and an understanding of each learner's strengths, interests, needs, identity, language, and cultures.
	Teaching	Teach and respond to learners in a knowledgeable and adaptive way to progress their learning at an appropriate depth and pace.

Kindergarten Support Work		
Duties	Deliver duties	• Have a clear understanding of the duties you are expected to deliver. • Consistently deliver duties to a high standard, ensuring NKA policies and procedures are followed. • Complete tasks in required timeframes.
	Provide cover on the floor as requested to support ratios and/or Tamariki needs	• Know the expectations when you are on the floor contributing to ratio • Follow instructions from teachers • Maintain training required including First Aid, Child Protection, and maintaining currency with NKA policies and Kindergarten procedures.
	Support Kindergarten functioning	• Be responsive to requests • Deliver responses in a timely manner
	Provide a safe and healthy workplace for employees, tamariki and whānau	• Understand how NKA policies and Kindergarten procedures apply to your duties. • Ensure duties are delivered as per NKA policies and procedures. • Ensure you are monitoring your health and safety, including reporting any issues/concerns to the Head teacher.
Professional Growth	Ensure an ongoing commitment to professional growth.	• Complete an annual PGC processes to ensure professional growth. • Actively source and receive appropriate feedback and feed forward through PGC process.
Relationship Management	Communicate sensitively, objectively, and regularly with parents/whānau	• Engage in effective and respectful relationships with parents/whānau of all cultures. • Communicate respectfully with whānau and Tamariki.
	Develop high quality relationships with teachers, and Association staff.	• Represent the Association positively to; the team, whānau and community. • Actively contribute to the ongoing success of the Kindergarten Association and its strategic and annual direction. • Communicate respectfully with teachers, Association staff and other colleagues.
Team Collaboration	Work effectively with colleagues and volunteers.	• Show sensitivity to the needs of different kindergartens and teams and use appropriate conflict resolution procedures if conflict arises. • Maintain professionalism and confidentiality across all kindergartens. • Inform the Kindergarten Head Teacher when issues arise that concern that Kindergarten.
	Contribute to the success of kindergarten teams.	• Actively work to achieve the strategic goals of the Association. • Raise, work through, and resolve issues in a timely and professional manner. • Work effectively and co-operatively with Kindergarten staff. • Display ethical and responsible behaviour.

Adaptability and flexibility	Maintain effectiveness when dealing with diverse environments and in challenging situations.	• Adjust approach to meet to requirements of tasks. • Adjust quickly to new priorities, responsibilities and demands. • Seek support and/or professional development to help be effective in challenging situations.
	Tolerance of stress	• Maintain professionalism when under stress and acknowledge and seek support from others when stressed. • Show responsibility for managing and maintaining own wellbeing.

Duties are negotiated with the Head Teacher, they will typically include:

- ☐ Cleaning kitchen area
- ☐ Loading/Unloading dishwasher
- ☐ Sweeping floor
- ☐ Cleaning up spills
- ☐ Tidying up areas or cupboards
- ☐ Checking and preparing art materials
- ☐ Setting out resources for children
- ☐ Prepare adult morning tea
- ☐ Wipe down tables
- ☐ Wipe down toilets/flush toilets
- ☐ Wipe down sinks/basins
- ☐ Hang out/bring in laundry or load unload washing machine & dryer
- ☐ Prepare fruit for children
- ☐ Raking sandpit
- ☐ Packing up equipment (indoors/outdoors)
- ☐ Dusting
- ☐ Making up play dough
- ☐ Covering books
- ☐ Laminating
- ☐ Displaying artwork
- ☐ Safe storage of cleaning products
- ☐ Any other task as directed