

Casual Reliever Job Description

Responsible To:		Head Teacher
Working Relationships:		Tamariki, Whānau, Teaching Team, KSW's, Senior Teacher, Education Review Office, Ministry of Education, Professional Agencies, Local Schools and Kāhui Ako, General Manager
Related Documents:		Our Code Our Standards <i>The Reliever's Job Description is underpinned by the Standards for the Teaching Profession which apply to all registered teachers in Aotearoa NZ</i>
Other Related Documents:		Te Whāriki Licensing Criteria for Early Childhood Education and Care Services 2008 (Amended March 2023) Education (Early Childhood Services) Regulations 2008
Nature and Scope of the Position:		A Casual reliever is responsible for providing day to day relief to the teaching teams, to maintain and promote excellent early childhood education that is accessible to all and meets the needs of children, whānau and communities in accordance with the Licensing Criteria and Association policies, procedures, and guidelines.
Definitions:		Short Term Reliever as defined in the Kindergarten Teachers, Head Teachers, and Senior Teachers' Collective Agreement – Clause 1.6 (h).
Delegated Authority:		The Casual Relievers are authorised to:
Area	Key Tasks	Expected Outcomes
<i>Our Code</i>		
	Commitment to the Teaching Profession	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.

Leadership and Teaching Practices		
Professional & Theoretical Knowledge	Understand and implement Te Whāriki	• Have a working knowledge of the principles and strands of Te Whāriki. • Will use Te Whāriki in documentation. • Will be able to articulate teaching practice and relate it to Te Whāriki and how this can be achieved as a reliever.
	Demonstrate a knowledge of and commitment to the Treaty of Waitangi	• Articulate understanding of and commitment to the Treaty of Waitangi. • Ensure ongoing development of te reo Māori me ngā tikanga Māori is evident. • Foster an environment where teaching practices reflect a commitment to Te Tiriti o Waitangi.
	Implement assessment and planning systems	• Demonstrate a practical understanding of planning assessment and evaluation in relation to a casual relieving role. • Contribute to documentation of children's learning for planning and assessment. • Effectively work with teaching teams and contribute to kindergarten assessment and planning practices where appropriate.
	Develop and apply effective teaching and learning strategies	• Develop teaching and learning strategies based on up-to-date understandings of learning and development. • Evaluate and document the effectiveness of their teaching and learning strategies in different settings. • Demonstrate a commitment to ongoing professional learning and development. • Develop, implement, and adapt my teaching strategies to fit different kindergarten philosophies and priorities
	Provide a safe teaching and learning environment.	• Follow the directions of the teaching team to ensure the teaching and learning environment meets the requirements of the Playground Safety Standards and other regulations. • Demonstrate effective positive guidance techniques.
	Comply with Early Childhood Regulations/Licensing Criteria/Te Whāriki and Association Policy.	• Have a working knowledge of the Early Childhood Regulations, Playground Standards and other relevant legislation and comply and implement these within professional practice. • Have a working knowledge of Association policies, procedures and requirements and comply and implement these within professional practice. • Ensure teaching practices are based on current theory/principles of teaching and learning.

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.
Operations & Management	Ensure delivery of high-quality care and education for all tamariki	• Encourage flexibility in meeting the diverse needs of each kindergarten and their community. • Communicate with the kindergarten team effectively to ensure familiarity with daily expectations for team members and tamariki. • Advocate for tamariki and whānau.
	Comply with all licensing, regulatory and policy	• Demonstrate a knowledge of licensing requirements as they relate to compliance within the set up and management of indoor and outdoor environments. • Adhere to policy requirements in all aspects of operations. • Ensure all documentation is completed in a timely and appropriate way.
	Provide a safe and healthy workplace for employees, tamariki and whānau	• Foster a commitment to safe work practices within the team. • Ensure the identification and documentation of hazards and ensures these are passed onto the team for the elimination of these. • Ensure records of all incidents and reports are documented in a timely and appropriate way. • Cooperate with any investigations into incidents and enthusiastically implements any improvements needed because of these.
Relationship Management	Communicate sensitively, objectively, and regularly with parents/whānau	• Communicate effectively with parents/whānau about children, their learning, and their wellbeing if and where appropriate. • Engage in effective and respectful relationships with parents/whānau of all cultures. • Work collaboratively with teaching teams to input into aspirations around learning goals and outcomes for children.
	Develop high quality relationships with teachers, parents, Association staff and key agency representatives.	• 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. • Maintain positive and professional relationships with other members of the early childhood and education sector. • Ensure whānau voice is actively sought and responded to.

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 Head Teachers. • 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 a variety 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. This could be management and/or our Employee Assistance programme. • Show responsibility for managing and maintaining own wellbeing.