

POSITION DESCRIPTION

Position Title	ECE Teaching Assistant
Service	Waiapu Kids Te Hapara Whānau Aroha
Location	Gisborne
Reporting to	ECE Centre Manager Indirect reporting line to ECE Team Leader
Direct Reports	No direct reports.
The Organisation	<p>Anglican Care Waiapu (ACW) is the social services arm of the Anglican Diocese of Waiapu. We have services in Bay of Plenty, Tairāwhiti, Hawke’s Bay and Taranua. We support tamariki, whānau, and communities with our family and community services, early childhood education centres, Whānau Aroha centres, grief counselling services and older people’s programmes.</p> <p>Waiapu Kids Early Childhood Services provide quality early childhood education and care reflecting the service philosophy and organisational kaupapa and values.</p>
Our Vision	<p>Te Oranga Ake – Flourishing Together.</p> <p>Our vision reflects our deep belief that true wellbeing is nurtured through strong relationships, shared purpose, and joyful connection. Whether through early childhood education, family and community services, support for older people or grief programmes, we walk alongside our communities to foster resilience, equity and hope.</p> <p>Together, we are growing a future where Aroha (love), Rongo (peace) and Hari (joy) are lived values – woven into every interaction, every service and every story.</p>
Our Purpose	<p>Growing Te Oranga Ake o te Iwi o te Ao.</p> <p>To acknowledge, enhance, sustain and restore Te Oranga Ake o te Iwi o te Ao and the wellbeing of communities in the Diocese of Waiapu.</p>
Values	<p>The values that drive our organisational culture and behaviour:</p> <hr/> <p>Aroha (Love) A life grounded in love.</p> <hr/> <p>Rongo (Peace) A life lived in peaceful relationship.</p> <hr/> <p>Hari (Joy) A life lived with joy seeking to fulfil potential.</p>


Position Title	ECE Teacher Assistant	
Position Summary	<p>ECE Teaching Assistants are to assist and support ECE Teachers and ECE Teachers in Training with the delivery of early childhood education curriculum and tasks to ensure the efficient and safe day to day running of the early childhood centre for the children who attend.</p> <p>ECE Teaching Assistants will assist ECE Teachers in implementing the <i>ACW Education Practice Framework</i> where <i>Te Tiriti o Waitangi</i> partnership underpins thoughtful and intentional pedagogy which empowers the child. They will contribute to a stimulating curriculum which responds to the aspirations and needs of children, whānau and community.</p> <p>ECE Teaching Assistants will work as part of a team to ensure that all legislative requirements are met and ACW policies and procedures are implemented and adhered to. They will also contribute to evaluating and strengthening practices in the centre with a focus on ensuring equitable outcomes for children.</p>	
Working Relationships	Internal GM Early Childhood Education ECE Centre/Services Managers Operational Management Team HR Advisor Other Anglican Care Waiapu Staff Diocese Shared Service Staff Parish staff	External Children, Parents, Caregivers and Whānau Ministry of Education ERO (Education review Office) ECE Sector groups Local primary schools

The following expected outcomes are provided as a guide for performance standards in the Key Result Areas (KRA's).

KRA'S	EXPECTED OUTCOMES
<p>KEY RESULT AREA 1:</p> <p>Curriculum</p> <p>To assist with the delivery of high-quality early childhood education through <i>Culturally responsive practice and child centred, play-based learning</i>.</p>	<ul style="list-style-type: none"> • Assist the teaching team to design and deliver a local curriculum that incorporates the principles, strands, goals and learning outcomes of Te Whāriki, is consistent with the philosophy and values of ACW and the centre and is responsive to the community and whānau the centre serves. • Work with individuals and small groups of children and support teachers with large groups of children. • Develop warm, responsive relationships with individuals and groups of children as well as whānau and respect the transitional relationship between home, centre and school. • Develop competence in delivering learning and teaching opportunities in a holistic way that reflects the Centre philosophy and acknowledges all learners/akonga as competent, capable and expert in their own world. • Notice children's interests, interact with them and engage them in appropriate learning/teaching opportunities to promote their strengths, interests and development • Assist in providing learning experiences for children that reflect the cultural heritage and languages of Aotearoa/New Zealand, and that which makes up your local community and meaningfully incorporate te reo Māori and tikanga Māori into the everyday life of the centre (NELP) • Actively assist in maintaining an inviting learning environment for children and whānau throughout the day • Actively participate in assessment, planning and evaluation processes. With guidance, experienced teaching assistants may contribute to child profiles • Employ respectful practices in caregiving routines.

<p>KEY RESULT AREA 2:</p> <p>Relationships, Communication and Teamwork</p> <p>To build and maintain <i>quality learning partnerships</i> within the centre, the organisation and the community.</p>	<ul style="list-style-type: none"> • Uphold the values of the organisation in all interactions and communication. • Display welcoming and responsive behaviour to families and visitors. • Build and maintain reciprocal, collaborative learning focused relationships and communicate effectively with children, families, whānau, colleagues, other professionals, agencies, groups and individuals in the community. • Communicate effectively and respectfully with others. • Actively contribute to staff meetings and discussion • Work with others to plan for learning and to improve own and organisational practice showing tolerance and respect for a range of views. • Use respectful and effective communication techniques in situations where conflict arises. • Ensure the centre is safe, inclusive and free from racism, discrimination and bullying (NELP).
<p>KEY RESULT AREA 3:</p> <p>Continuous Improvement</p> <p>To contribute to a culture of continuous improvement through reflective practice and collaborative inquiry</p>	<ul style="list-style-type: none"> • Actively participate in regular performance reviews and work towards reaching goals agreed with your manager. • Work with your manager to agree on goals for own growth focused on improving outcomes for tamariki. • Take responsibility for own growth and engage in reflective professional discussions about progress towards meeting goals. • Contribute to processes designed to facilitate continuous improvement such as Internal Evaluation and Annual Planning with a focus on equitable outcomes for learners. • Participate in professional discussions within the team. • Adapt practice in response to feedback and/or own reflection. • Undertake professional development and in-service training as discussed with and directed by the manager.
<p>KEY RESULT AREA 4:</p> <p>Health and Safety</p> <p>To promote the well-being and safety of children, whānau, staff and visitors through compliance with internal and external policies, procedures and regulatory requirements</p>	<ul style="list-style-type: none"> • Promote and demonstrate a safety-first culture. • Take reasonable responsibility for your own health and safety and ensure that your actions don't cause harm to yourself or others • Comply with ACW health and safety policies, procedures and guidelines and relevant legislation such as the <i>Education (Early Childhood Services) Regulations 2008</i>, the <i>Licensing Criteria for centre based ECE services</i> and the <i>Health and Safety in Employment Act</i>. • Participate actively in health & safety processes at the site. • Identify prospective and current hazards and minimize/eliminate risk factors. • Report all incidents and accidents as soon as practicable (including near misses) • Maintain an awareness of, and mitigate, safety and risk in the environment contributing to the maintenance of safe supervision of all play areas. • Assist in maintaining an environment where children feel secure, comfortable and confident, developing an understanding of positive guidance strategies and using these to promote physical and emotional safety for children • Encourage children to develop responsibility for the safety and wellbeing of themselves and others. • Ensure care giving routines occur hygienically and in a timely manner to support children's health and wellbeing.

	<ul style="list-style-type: none"> • Maintain familiarity with the organisation’s Child Protection Policy and Procedures and ensure any child protection concerns are reported and dealt with promptly as per the procedures. • Report concerns related to health and safety to the manager in a timely way • Refer parent/whānau concerns to the centre manager or re-direct parents/whānau to senior teacher as appropriate with respect to health & welfare issues.
<p>KEY RESULT AREA 5:</p> <p>Kitchen and Laundry Duties</p> <p>Provide nutritious kai and maintain a clean and well organised kitchen to support daily centre operations.</p>	<ul style="list-style-type: none"> • Prepare children’s morning and afternoon tea and lunch boxes • Complete documentation of required Food and Kitchen procedures and templates • Prepare and maintain clean floors prior to and after children’s kai times • Notify manager/ team leader of food supplies to be purchased • Maintain hygiene standards including keeping fridge, stove and kitchen shelving clean. Ensure dishes all washed and benches are cleared at end of kai times • Maintain steriliser and reordering of sterilisation cleaning products • Order centre health related paper and cleaning products • Other kitchen duties as required • Prepare kai and support whānau events • Complete laundry tasks including loading and unloading washing and dryer machine and putting laundry away
<p>KEY RESULT AREA 6:</p> <p>Cultural Responsiveness & Values Alignment</p> <p>The centre environment and interactions reflect cultural safety, tikanga, and the organisation’s values, ensuring inclusiveness and belonging for all.</p>	<ul style="list-style-type: none"> • Apply ACW’s cultural competencies framework in practice. • Demonstrate cultural competence and integrate te ao Māori and tikanga Māori into everyday practice where appropriate. • Build mana-enhancing relationships with kaimahi, whānau and community partners. • Demonstrate inclusiveness and respect for diversity of languages and all cultures. • Demonstrate a commitment to Te Tiriti o Waitangi. • Support culturally aligned communication, events, and centre activities. • Uphold ACW’s values in culturally safe, inclusive interactions with tamariki, whānau, colleagues, and the community.
<p>KEY RESULT AREA 7:</p> <p>Organisation-Wide Responsibilities</p> <p>The role upholds ACW’s values, cultural commitments, and safety standards, contributing to a safe, inclusive, high-quality environment for tamariki, whānau, and staff.</p>	<ul style="list-style-type: none"> • Conduct all duties and behaviour in alignment with Anglican Care Waiapu (ACW) policies, procedures, processes, and internal controls. • Maintain confidentiality of all staff, tamariki and whānau information in accordance with the Privacy Act and ACW policies. • Demonstrate understanding of, and commitment to, ACW’s vision, priorities, strategy, and organisational values. • Demonstrate flexibility and willingness to take on a variety of tasks. • Manage work priorities, personal workload, and stress levels effectively. • Attend required meetings, training, and professional development. • Support colleagues and contribute to wider organisational objectives as needed. • Perform additional duties that may arise from time to time.

ROLE REQUIREMENTS			
QUALIFICATIONS / REGISTRATION	<ul style="list-style-type: none"> • No formal qualifications are required • A level 3,4 or 5 ECE qualification is desirable • Current First Aid Certificate is desirable 		
EXPERIENCE, SKILLS AND KNOWLEDGE	<p>Experience</p> <ul style="list-style-type: none"> • Experience with children ages 0-5, preferably within an ECE setting • Experience preparing and cooking meals <p>Skills and Knowledge</p> <ul style="list-style-type: none"> • Effective and confident user of ICT devices and platforms including Microsoft Office suite, Office365 and on-line communication platforms and databases. • Excellent communication skills • Enthusiastic, energetic, fun and passionate about working alongside children • An ability to deal with change and the demands of a busy early childhood centre • Basic understanding of Te Reo & Tikanga Māori and willingness to grow in this area • Ability to actively build relationships with teams, children and whānau • Be enthusiastic about professional learning • Ability to address challenges in a positive and proactive and constructive manner • An affinity with the Anglican church and its mission 		
<p>Declaration: This position description may be required to be changed from time to time by Management as the requirements of the organisation changes. The employee agrees that the contents of their position description may be amended, added to, or varied from time to time by the employer, after consultation with the employee.</p>			
Date Effective	4 May 2026		
Employee name and signature		Date	
Signed on behalf of Employer Manager Name and signature	 Te Aroha Coleman – ECE Centre Manager	Date	8 April 2026