



## Position Description

<b>Position name</b>	Preschool Teacher
<b>Position reports to</b>	Director of Preschool
<b>Tenure</b>	Full time, 12-month fixed term to cover parental leave
<b>Date</b>	January 2026

### About St Margaret's

St Margaret's College offers a unique education for girls from Year 0 through to Year 13 for boarding and day girls. We have a dual pathway with NCEA and the International Baccalaureate Diploma programme and a strong emphasis on wellbeing and pastoral care as well as academic success. With a commitment to holistic education, balancing academic excellence with a multitude of co-curricular opportunities, St Margaret's College encourages students and staff to discover their passions and be the very best they can be.

A St Margaret's College education is founded on Anglican values with a focus on service and wellbeing and offered within a modern school environment promoting diversity, innovation, and sustainability. Each student is set up for success, joining a global alumni network of wāhine toa with the courage to embrace change, the confidence to lead, the desire to learn, and the drive to make a positive impact on the world.

### Our Vision

To create empathetic, confident and connected global citizens who value personal excellence and strive to make a positive difference.

### Our Purpose

Empowering girls to learn, live and lead.

### Our Values

Integrity – Kia pono, Excellence – Kia kairangi, Resilience – Kia manawaroa, Equality – Kia tōkeke, Higher purpose - Te pūtake

### Purpose of the position

To actively contribute to the teaching team and provide an early childhood education experience founded upon sound and effective educational practice, in a safe and respectful environment that results in happy, confident and competent children who transition well to school.

To act as the person responsible when opening or closing the Preschool.

**Direct reports:** 0

## Key Accountabilities

Accountability	Expected deliverables
<b>Learning and Teaching:</b> <ul style="list-style-type: none"> <li>Curriculum</li> <li>Environment</li> <li>Planning</li> <li>Assessment</li> <li>Evaluation</li> <li>Self-Review</li> <li>Digital Technology</li> </ul>	<ul style="list-style-type: none"> <li>There is evidence in the curriculum of current approaches to effective teaching and learning aligned to Te Whāriki</li> <li>The standards of the Registered Teacher Criteria and Key Indicators are evident according to each individual's professional experience</li> <li>The Education (Early Childhood Services) Regulations 2008, Licensing Criteria for Early Childhood Education and Care Centre's 2008 and Early Childhood Education Framework are adhered to at all times</li> <li>The standards, philosophy, curriculum, policies, values, goals and vision of St Margaret's Preschool are evident in practice</li> <li>The environment reflects, and is responsive to children's individual learning, physical and emotional needs</li> <li>All children have up to date assessment documentation including learning stories that reflect the planning, assessment and evaluation of the programme and these are readily available to parents</li> <li>All documentation is of a standard of a professional teacher</li> <li>Teachers are committed to developing their own specialist area and this is aligned to their continued professional learning goals, in conjunction with the Director of Preschool</li> <li>Teachers participate in all professional learning offered, including appraisal, goal setting and teacher registration</li> <li>Programmes are researched and developed and regularly reviewed</li> <li>Teachers are committed to continuous improvement through self-review</li> <li>Current technologies are integrated into the programme and used regularly</li> <li>All children experience age specific learning in the digital environment</li> <li>All interactions with children are appropriate and meaningful</li> <li>Positive guidance techniques are modelled</li> <li>Children are engaged, motivated and their emotional needs are met</li> <li>Teachers will model responsibility for, and a commitment to the Treaty of Waitangi</li> </ul>
<b>Team Responsibilities:</b> <ul style="list-style-type: none"> <li>Planning</li> <li>Collegial relationships</li> <li>Administrative responsibilities</li> <li>Professional Learning</li> </ul>	<ul style="list-style-type: none"> <li>Considerate, co-operative and supportive relationships are evident between all staff</li> <li>All teachers undertake appropriate administrative requirements, operational planning and teaching as requested by the Director of Preschool or her/his nominee for the smooth operation of the Preschool</li> <li>Support, expertise and ideas are offered and shared with colleagues freely, and accepted graciously to promote teamwork and develop an effective teaching team, programme or in special projects</li> <li>Teachers will attend Preschool and College events, including parent meetings when requested by the Director of Preschool or Executive Principal</li> <li>Teachers actively participate in all staff meetings,</li> </ul>

	<ul style="list-style-type: none"> <li>planning meetings and professional learning offered in the Preschool and St Margaret's College</li> <li>Teachers will complete other tasks as assigned by the Director of Preschool, commensurate with the responsibilities of an early childhood teacher</li> <li>Teachers contribute to formal methods of communication, including parent correspondence, management reports and parent information sessions</li> </ul>
<b>Relationships and Communication</b>	<ul style="list-style-type: none"> <li>The privacy of children, parents and staff is upheld, and no information is shared without their express authority</li> <li>Parents role as first teachers is acknowledged and their experience and aspirations are fostered as part of the planning for their child's early childhood education</li> <li>Parents involvement is encouraged, and they are provided with information on how they can be involved in the programme</li> <li>Parents participation in parent education programmes is supported and encouraged</li> <li>Courtesy and professional behaviour is demonstrated to all parents, colleagues and visitors at all times</li> <li>Parents are provided with meaningful feedback on the development and events in their child's day</li> <li>Parents' comments and concerns are dealt with efficiently or referred to the Director of Preschool</li> <li>Relationships are established and based on respect and trust to enhance learning</li> <li>Diversity is respected and language, images and experiences are inclusive</li> <li>A community culture is embraced where all stakeholders are valued as part of the St Margaret's College family</li> </ul>
<b>Person Responsible</b>	<ul style="list-style-type: none"> <li>At St Margaret's College Preschool, the primary accountability for the day-to-day education and care, comfort and health and safety of the children is applied across the centre's team, i.e. all adults working with and teaching children</li> <li>A ratio of 1 PR:50 children must be maintained at all times</li> <li>Direction is given to ensure the day to day education and care, comfort and health and safety of the children are maintained</li> </ul>
<b>Person Responsible – Regulation 60</b>	<ul style="list-style-type: none"> <li>Supervise, and be actively involved with, children in attendance and staff providing education and care (even when children and staff are located in separate spaces)</li> <li>Provide education and care to children in attendance and guidance to staff providing education and care</li> <li>Ensure that staff are implementing any prescribed curriculum framework and know how to use it in providing education and care</li> <li>Ensure that day to day health and safety risks and hazards are identified, and appropriate steps are taken to address those risks or hazards when children attend</li> </ul>
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>Up to date practices and information evolve as the position demands</li> </ul>

	<ul style="list-style-type: none"> <li>• Professional learning and specialist programmes and knowledge are shared with all Preschool staff to ensure that planning and learning happens collaboratively</li> </ul>
<b>Team contribution</b>	<ul style="list-style-type: none"> <li>• The Director of Preschool is kept informed and up to date on all tasks and issues</li> <li>• A positive attitude when carrying out all delegated tasks at all times</li> </ul>
<b>Health &amp; Safety</b>	<ul style="list-style-type: none"> <li>• Health &amp; Safety - comply with all SMC rules and procedures</li> <li>• A current First Aid Certificate is maintained</li> <li>• Teachers take responsibility for their own health and safety and ensure no action or inaction harms others in the Preschool</li> </ul>
<b>Other Duties</b>	<ul style="list-style-type: none"> <li>• Any other duties as reasonably required by the Director of Preschool</li> </ul>

## Core Behaviours

**Teamwork** – identifies opportunities and takes action to build relationships between the school, staff or teams to help achieve shared goals.

**Results focused** – sets challenging goals for self and understands performance expectations.

**Effective Communication** – understands and communicates with a strong emphasis on confidentiality and professionalism.

**Team player** – understands the importance of working as a team for the greater goal.

**Resilience** - able to think logically and multi-task in time-critical and stressful situations.

## Functional Relationships

- Teaching colleagues and staff of St Margaret's Preschool
- Children, their parents and whānau
- Support teachers and administration staff
- Education and support agencies
- Staff of St Margaret's College

## Qualifications, Experience and Attributes

- Ability to quickly establish credibility, have a personal impact and build excellent working relationships, mindful of the special character of the school
- Experience in a working environment where everyone contributes to a well-functioning and happy team
- Warm and approachable with an ability to relate well to parents and families, demonstrating sound interpersonal and relationship building skills
- Ideally experience working in a team environment
- A Diploma of Early Childhood Education and/or a Bachelor of Teaching and Learning (ECE) or equivalent
- Registration as an Early Childhood teacher by the New Zealand Education Council
- Demonstrates commitment to Tangata Whenuatanga and Te Tiriti o Waitangi partnership in Aotearoa New Zealand
- Current First Aid certificate or the ability to complete one
- Current professional knowledge of Te Whāriki, Assessment and Planning and a willingness to maintain and develop sector knowledge
- Ability to develop a specialist area of interest and lead a programme of learning that integrates into the Preschool curriculum
- Ability to effectively manage workflow and resources, with an organised and flexible approach in day-to-day activities
- A high standard of performance and willingness to assume responsibility for successful completion of tasks

- High standard of personal presentation reflecting the professional role of a teacher

### **St Margaret's College Expectations**

- To perform the responsibilities listed above and achieve success in your role, you will demonstrate the following behaviours that link to our values of "Empowering girls to learn, live and lead".
- Work positively with colleagues to achieve goals, share experience, and actively seek and offer help.
- Develop and maintain strong working relationships across the school, which inspires people to believe that what they do makes a difference.
- Actively demonstrate professionalism throughout the organisation and industry and be a credible and trustworthy person who holds the respect and loyalty of all stakeholders.
- Have tenacity in pursuing goals and ensuring they are aligned with the school's objectives.