



*Welcome to Little Einsteins, our dynamic Early Learning Centre, and Congratulations on your decision to consider yourself as a potential team member.*

*Our Centre Philosophy is included in this application pack, and we encourage likeminded teachers who could work optimally within this philosophy to apply.*

*We are a spacious semi-rural centre, and offer children room to move and explore their surroundings, including aspects of horticulture and agriculture through access to gardening and farm animals. These things are fundamental to our local community, yet many children living in town do not have the opportunity to enjoy them, and we aim to provide this opportunity.*

*If you are accepted for employment and become one of the Little Einsteins team, you will be a valued part of an already cohesive, supportive and talented group, and supported to become one the best in your industry.*



# EMPLOYMENT APPLICATION FOR CASUAL RELIEVER

## JOB DESCRIPTION - TEACHER

Name \_\_\_\_\_

Job Title \_\_\_\_\_

Responsible to: Head Teacher, Manager.

Functional relationships with: Directors, Head Teacher, Colleagues, Parents and Children.

### MAIN OBJECTIVES:

1. To work with and care for children in the Centre.
2. To work effectively with other staff members as part of a co-operative team.
3. To carry out general duties as required and rostered.
4. To maintain safety standards in the Centre at all times.
5. To implement the Programme and maintain the principles of the Charter.
6. To maintain a consistent, positive and flexible attitude.
7. To take an active part in favourable promotion of the Centre.

KEY TASKS	DESIRED OUTCOMES
To plan, organise, carry out, evaluate appropriate developmental activities for children.	Varied, stimulating programme and environment for the children that will promote their learning and development. Growth of knowledge and experience for staff.
To carry out scheduled duties.	High standard of health, hygiene and safety in the centre. Contentment and comfort for the children. Parent confidence in the Centre.
To work effectively with supervisor (head teacher) and other staff members as part of a co-operative team.	Good staff relations. Job satisfaction. Pride in the Centre and high standard of childcare. Flexible and adaptable teamwork.
To understand and apply the Childcare Regulations and be familiar with the Centre Charter and goals.	Confidence in professional operation of the Centre. Consultation re: ongoing review of the Charter takes place.
To develop Treaty of Waitangi Charter Objectives.	A range of resources and knowledge incorporated into the programme.



## **Little Einsteins Teaching and Learning Philosophy for the Education and Care of Children**

**At Little Einsteins we provide a service of education that fosters children to “grow up as competent and confident learners and communicators, healthy in mind, body and spirit, secure in their sense of belonging and in the knowledge that they make a valued contribution to society” (Te Whariki page 9).**

**Our Centre aims to maintain high quality relationships, provide a stimulating learning environment, reflect the principle of partnership in Te Tiriti o Waitangi, and deliver appropriate individualised learning programmes for children. We strive to establish quality assessment and evaluation documentation based upon recognising meaningful learning. Teachers follow a process of noticing, recognising and responding to children’s interactions with people, places, things and ideas.**

### **Relationships**

We work to establish high quality relationships. Teachers are open in communication, engaging active listening skills and build shared understanding between children, whanau, colleagues and communities through positive, responsive, reciprocal and respectful interactions. We understand that modelling appropriate social behaviours gives children the chance to learn this too.

### **Learning Environment**

We maintain a stimulating and safe environment that promotes challenge and risk taking. Children are encouraged to learn through experiencing a range of play activities. We aim for these to be child initiated and uninterrupted periods of play with teachers acting as resources themselves, facilitating the learning. We prefer modifiable equipment, made from natural resources where possible, so that our areas of play remain inviting and motivating.

### **Treaty of Waitangi - Te Tiriti o Waitangi**

Little Einsteins acknowledges and reflects the unique place of Māori as tangata whenua, giving children the opportunity to develop knowledge and an understanding of the cultural heritage of both parties to Te Tiriti o Waitangi. Teachers reflect this in practice by ensuring programmes include tikanga me ona Te Reo Māori (Māori custom and language).

### **Individualised Learning**

At the heart of individualised learning is responsive, reciprocal relationships- Ako. Teachers endeavour to know children's strengths and interests facilitating equitable, child initiated activities. This is reflected in our planning, assessment and evaluation cycle. We identify what learning is happening for the child and then look for ways that this can be supported and/or extended following their interests and is documented accordingly.



# EMPLOYMENT APPLICATION FOR CASUAL RELIEVER

This section is for information and may be used to assess your suitability for employment.  
If your application is accepted, you may have access to it in terms of the Privacy Act 1993.

Being invited to complete this form does not infer any offer of employment or indicate that the applicant may be considered favourably for the position.

Full Name .....Date of Birth .....

Address:.....

Home Phone:..... Other Phone: .....

Email: .....

We are open 7am-530pm daily – please share your availability (days and time)

.....

What qualifications do you currently have?.....

.....

Are you at present receiving medical treatment and/or medication? Yes / No

If "Yes" please detail .....

Have you ever suffered injury or stress to the back? Yes / No

If "Yes" please detail

.....

Have you claimed accident compensation recently? Yes / No

If "Yes" please detail

.....

Do you know of any reason why you would not be able to do the work required of you?

Yes / No

If "Yes" please detail

.....

Have you ever been convicted of a criminal offence or are you awaiting charges in a court of law? Yes / No

If "Yes" please detail

.....

.....

Are you legally entitled to work in New Zealand?

Yes / No

I certify that the information given above is true and correct.

Signature: \_\_\_\_\_ Witness: \_\_\_\_\_



# EMPLOYMENT APPLICATION FOR CASUAL RELIEVER

## **EMPLOYMENT AGREEMENT for CASUAL RELIEVER between**

Little Einsteins Educare and .....

Employer Employee

The parties clearly understand that employment as an early childhood worker is solely on the basis of the employee working "as and when and where required" within 50km of this centre. Each period of employment is a separate engagement and there is no continuity or expectation of ongoing employment. No redundancy will be paid.

1. The ordinary hours of work shall not exceed 40 hours per week.
2. Your starting and finishing days and times may vary depending on the needs of the centre's management and will be changed by mutual agreement.
3. Your ordinary hourly rate of pay shall be \$ .....
4. As a casual reliever you will be paid the ordinary rate of pay stated in 3) above plus an amount of at least 8%, which will equate to your entitlement in accordance with the Holidays Act 2003 for annual leave.
5. If the employee works on a public holiday they will be paid at the rate of time and a half for hours worked.
6. Termination of employment may be made at any time, by either party, for any reason.

I ..... declare that I have read the contents of this agreement and fully accept them and any Centre Rules that may be advised from time to time.

I also confirm that I have had the opportunity to seek advice regarding this agreement.

I understand that if I have any problem regarding any employment relationship matter I should raise it either verbally with my immediate supervisor, or put it in writing to management who will respond promptly and I understand that if I have a Personal Grievance it must be raised within 90 days.

EMPLOYEE \_\_\_\_\_ DATE \_\_\_\_\_

EMPLOYER \_\_\_\_\_ DATE \_\_\_\_\_