Kai Creator / Teacher Aide Position – Edna McCulloch Kindergarten

The Oamaru Kindergarten Association (OKA) operates five (5) kindergartens across the North Otago region. We are inviting applications for the following part-time position of 22.50 hours per week. This position will commence 11th January 2027.

Part Time – Kai Creator / Teacher Aide

Edna McCulloch Kindergarten currently operates 6-hour sessions, 5 days per week for 40 children, with a 1:10 teacher to child ratio. The successful applicant will work within the current team of 5 teachers.

Applications close **5.00 p.m. Friday, 20th November 2026.** Applicants must hold a current First Aid Certificate, Food Safety Certificate and previous teacher aide experience would be helpful but not a requirement.

For a position description and application pack and further information please either download from www.oamarukindergarten.co.nz or contact the General Manager, 209 Thames Street, Oamaru 9400. Ph. (03) 434 2422, email: gm@oamarukindergarten.co.nz.

Position Description: Teacher Aide / Kai Creator

This position description outlines the key responsibilities, working relationships, skills, and expectations for Teacher Aides employed by the Oamaru Kindergarten Association. Teacher Aides support trained teaching staff to provide safe, inclusive, and responsive early childhood education for children and their whānau.

Responsible to:
General Manager and Head Teacher

Working Relationships:
NZK Network Board, General Manager, Senior Teacher, Head Teacher, Teachers, Parents, Whānau, Caregivers, Fundraising Team, Agencies, Primary Schools, Contractors, Suppliers and kindergarten tamariki.

Position Profile:
The Teacher Aide assists trained teaching staff to deliver quality early childhood education programmes by supporting children's learning, wellbeing, routines, and participation in the kindergarten day. At Casa Nova and Glen Warren Kindergarten, the Teacher Aide is also responsible for preparing and serving the food for children.

Teacher Aides must hold a current first aid certificate and a current driver licence, complete a police vetting process every three (3) year and have no criminal convictions. For Casa Nova & Glen Warren Kindergarten, the Teacher Aide must also hold a Food Safety certificate.

Confidentiality:
All information gained at work is confidential, particularly information relating to children, parents, whānau, caregivers, teachers, and the Oamaru Kindergarten Association. This information must not be shared or discussed in any way except as required for authorised kindergarten work.

Personal Skills:
The Teacher Aide is expected to demonstrate personal qualities and professional behaviours that support a positive, safe, and inclusive kindergarten environment. This includes the ability to:

- Work positively, respectfully, and collaboratively as part of the kindergarten team, contributing to a supportive workplace culture.
- Build and maintain effective working relationships with the teaching team, Association staff, children, parents, whānau, caregivers, and others involved in the kindergarten community.
- Show initiative, reliability, and a willingness to contribute, learn, and respond constructively to guidance and feedback.
- Remain flexible and adaptable when responding to changing routines, priorities, children's needs, and the day-to-day requirements of the kindergarten.
- Act at all times in ways that protect and promote the safety, wellbeing, dignity, and welfare of children and adults.
- Communicate clearly, respectfully, and appropriately with children, whānau, colleagues, and visitors, including passing on information accurately when required.
- Use positive conflict resolution skills by remaining calm, respectful, and solutions-focused, and by seeking support from teaching staff when needed.
- Respect and value cultural diversity, including the identities, languages, cultures, and practices of children, whānau, and colleagues.
- Maintain safe health, hygiene, and food-handling practices that support the wellbeing of children, adults, and the wider kindergarten environment.
- Encourage parents, whānau, and caregivers to raise matters relating to their child with the teaching team, while maintaining appropriate role boundaries.
- Seek guidance from teaching staff whenever expectations, priorities, or the appropriate response to a situation are unclear.
- Use computer and digital systems competently for tasks required by the role.
- Organise time, tasks, and resources effectively to support smooth daily operations and the needs of the teaching team.

Early Childhood Skills:
The Teacher Aide is expected to apply early childhood knowledge and practice in ways that support children's learning, wellbeing, belonging, and safety. This includes the ability to:

- Use positive guidance strategies that support children to develop self-regulation, confidence, social skills, and respectful relationships with others.
- Communicate with children using warm, respectful, and developmentally appropriate language that supports participation, emotional security, and positive behaviour.
- Respond to children's individual needs, interests, cultures, and routines in ways that promote inclusion, belonging, and active engagement in the kindergarten programme.
- Follow correct emergency, health, safety, and child protection procedures, and seek teacher guidance promptly whenever there is a concern or uncertainty.
- Demonstrate an understanding of bicultural practice in Aotearoa New Zealand, including respect for Te Tiriti o Waitangi, te reo Māori, tikanga Māori, and the identity, language, and culture of tamariki and whānau.
- Respect and support the diverse cultures, languages, identities, abilities, and family backgrounds of all children, whānau, and colleagues.
- Continue developing an understanding of current early childhood education practice and apply this learning under the guidance of trained teaching staff.
- Teacher Aides are employed primarily to support children, and working directly alongside children should always take priority over housekeeping or cleaning duties. During the day, Teacher Aides may also be required to assist with housekeeping tasks, setting up and packing away resources, cleaning and tidying learning areas, and carrying out other duties that support teachers and the smooth operation of the kindergarten.
- Teacher Aides are expected to be familiar with and comply with all Oamaru Kindergarten Association policies and procedures.
- The Head Teacher will determine the specific duties and responsibilities required within the kindergarten. From time to time, Teacher Aides may be asked to undertake additional duties not listed in this position description to meet the operational needs of the kindergarten.

Typical duties may include supporting the teaching team in the following areas:

- Support the kindergarten programme under teacher guidance, including helping to set up equipment, prepare learning spaces, and assist children to participate confidently in daily routines and activities.
- Build positive relationships with children, parents, whānau, and caregivers by welcoming families, responding respectfully to children's needs, and encouraging families to speak with teachers about matters relating to their child.
- Provide direct support for children's learning and wellbeing through individual and small-group interactions, such as reading books, helping with puzzles, supporting cooking or art experiences, and assisting with handwashing, toileting, hygiene, and other routines.
- Assist with kai routines, including supervising morning tea and lunch, preparing food as required, tidying the kai area, preparing menus, keeping food-related documentation up to date, and undertaking shopping where this is part of the kindergarten role.
- Support safe and settled session times by assisting with short periods of mat-time supervision, remaining alert to safety risks, checking gates and departure routines, and promptly reporting any injuries, incidents, or concerns to teaching staff.
- Contribute to the smooth operation of the kindergarten by helping with resource work, housekeeping, general cleanliness, managing lost property, cleaning spills, replenishing materials, and supporting children to tidy their learning areas.
- Use initiative to identify tasks that need attention, answer the telephone when required, record messages accurately in the diary, and seek guidance from teaching staff when priorities or expectations are unclear.

Teacher Aides may only be involved in the following duties under the guidance of the Head Teacher:

- Taking mat time.
- Writing profile stories.
- Administration including recording keeping or roll marking.

Each individual kindergarten will also have a specific list of housekeeping/resource work for their teacher aide.

Professional Development:
The Teacher Aide is expected to participate in appraisal and professional development processes as required by the Oamaru Kindergarten Association.

Updated: July 2026.

Application Form – Non-Teaching Staff

Before completing this form please read it through carefully, taking note of the information provided on the vacancy advertisement. ***Late or incomplete applications will not be accepted.***

Emailed applications are preferred – please submit these to: gm@oamarukindergarten.co.nz

Alternatively, hand-deliver or post to: Oamaru Kindergarten Association, 209 Thames Street, Oamaru 9400

- **The information you provide on this application form is collected for the purpose of assessing your suitability for employment.**
- **When authorised by the applicant, attachments to this application form will be retained by the Association for a maximum of 12 months. Except when requesting the use of previously submitted attachments, all supporting material must be attached to this application form. (Refer to Future Use Section).**
- **You have a right of access to personal information (excluding any material of an evaluative nature) and to seek any correction you think necessary to ensure accuracy.**
- **Any additional material to support this application should be on A4 paper. Do not send original documents and do not enclose material that is bound or in clearfile folders, or similar.**
- **Use black pen and/or ensure that word processor material is dark enough to photocopy.**
- **Should you fail to fully complete any section(s) of this form or your application is late, your application for employment will not be given further consideration**
- **Should you be invited to interview, please bring the following:**
  - **Original or certified copies of your qualifications including first aid and food handlers certificate.**
  - **proof of identity – including 1 x photo ID e.g. passport or drivers licence;**
  - **proof of eligibility to work e.g. passport, birth certificate, work visa;**
  - **if applicable proof of name change;**
  - **proof of residence in community e.g. letter with your residential address; and**
  - **completed New Zealand Police – Vetting Service Request and Consent Form.**
- **A full application is required for each position applied for. Please include your CV and covering letter.**
- **You should provide complete, accurate information in answer to each question unless otherwise advised, regardless of whether you consider it relevant to the position applied for.**
- **Please note all employment offers are subject to a satisfactory police check.**

Applicant Details

Full Legal Name:

Known by any other name: Former Name, if any:

Home Address:

Home Phone Number:

Mobile Phone Number:

Email:

Where did you originally see this position advertised?

Position you are applying for:

Please provide details of any professional organisations you are a current member of (if relevant to this position):

Please provide details of your education and any qualifications relevant to this position. *Should you be invited to interview, please bring original or certified copies of all your qualifications.*

Qualification:

Date issued: Issuer of qualification:

Qualification:

Date issued: Issuer of qualification:

Employment History

Please provide details about your current and past employment and where appropriate include details for the preceding 5 years. For each position, please indicate whether it was full time(FT), part time(PT) or relieving (RE):

Current employment position and organisation:

FT ◯ RE ◯ PT ◯ weekly hours?

From (month/year) To (month/year):

Reason for seeking an alternative position:

Previous employment position and organisation:

FT ◯ RE◯ PT◯ weekly hours?

From (month/year): To (month/year):

Reason for Leaving:

Previous employment position and organisation:

FT ◯ RE ◯ PT◯ weekly hours?

From (month/year): To (month/year):

Reason for Leaving:

Please provide details of any other relevant experience in support of your application and which is not included in your CV:

Please provide details of professional development completed during the past 3 years:

General

Have you ever been charged with or convicted of a criminal offence? Yes ◯ No ◯

If yes, please provide brief details:

Are you awaiting hearing of any charges for any offences? Yes ◯ No ◯

If yes, please provide brief details:

Are you aware of any charges the Police may consider laying against you? Yes ◯ No ◯

If yes, please provide brief details:

Have you at any time taken action against a current or former employer in order to resolve an employment dispute, including personal grievance action or other employment relationship problem?
Yes ◯ No ◯

If yes, please provide brief details:

Have you ever had an injury or medical condition or gradual process injury or disease or infection that may be caused by, aggravated or further contributed to by the tasks outlined in the job description?
Yes ◯ No ◯

If yes, please provide details:

Do you have any condition which may affect your ability to effectively carry out the functions and responsibilities of the position applied for? Yes ◯ No ◯

If yes, please provide details:

How many days absence in your last 12 months of employment were stated by you or a medial practitioner to be due to sickness, injury and/or accident?

0-2 ◯ 3-5 ◯ 6-10 ◯ 11-15 ◯ 16-20 ◯ Over 20 days ◯

Do you have the right of permanent residence in New Zealand or a valid work permit? Please bring evidence if you are interviewed for this position.

Yes ◯ ◯ No

Do you intend to engage in other paid work or Voluntary position whilst in this position?

Yes ◯ ◯ No

If yes, please provide brief details:

Referee Reports

Provide details of referees you authorise us to contact to discuss your suitability for employment, including your current employer; we will make contact only if you are the preferred candidate.

1/ Name:

Place of work:

Position:

Relationship to you:

Phone: Email:

2/ Name:

Place of work:

Position:

Relationship to you:

Phone: Email

3/ Name:

Place of Work:

Position:

Relationship to you:

Phone: Email:

Future Use

Please indicate whether you want the attachments to this application form held on file for a maximum of 12 months in order that they can be used with future application for vacancies of a similar nature.

Yes ◯ No ◯

Declarations

Please indicate your consent to the collection of personal information in support of this application:

I, *(please write your full name),* hereby authorise the collection of personal information from any current or previous employer, training establishment or other agency or individual, for the purpose of determining my suitability for the kindergarten position for which I am applying, without further reference to me. Please specify below any agency or individual to whom you **do not** wish an approach to be made in relation to this application *(N.B. Your authority is required in accordance with the provisions of the Privacy Act 1993)*:

I declare that to the best of my knowledge, the answers to the questions in this application are correct. I understand that if any false information is give, or any material fact suppressed, I may not be accepted for employment, or if I am employed, I may be dismissed.

I certify that to the best of my knowledge all information provided in this application is true and correct.

Signature:

Date: