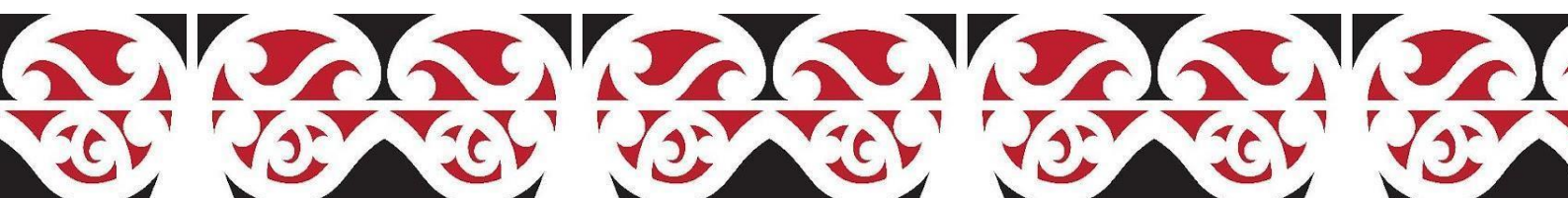


Application Pack



**"TRAIN A CHILD IN THE WAYS OF THE LORD
AND HE SHALL NOT STRAY FROM IT"
PROVERBS 22:6**



INTRODUCTION

Thank you for your interest in the position at Cornerstone Christian Early Learning Centre. We hope that you will find this application package informative and useful.

When submitting your application please note the following:

- The special character of the Centre
- A list of some of the key tasks for the job
- The qualities the Board of Management is seeking as expressed
- Other information contained in this package which provides a feeling for the culture of the Centre

The hours for this position are for 36 hours a week at Cornerstone Christian Early Learning Centre, Middleton. Staff meeting and non-contact time is included in the 36 hours a week. Children attend between 8.30 am -3.30 pm each day (most children attending 8.30 am- 2.30pm), and staff work anywhere between 8am- 4.30pm. The Centre closes for a period of around three weeks over Christmas.

We require a fully trained and registered teacher for this position. Full Registration, Provisional Registration or Subject to Confirmation status' are all acceptable.

The Christian Schools' Trust, own and operate the Centre, pay all staff according to the extended pay parity rates for all teachers when verified previous employment history is provided. Feel free to contact us if you want more information about this.

The appointment process for this position is being coordinated by Amanda Caigou (Centre Manager). Please feel free to contact her with questions if needed, otherwise once you have completed your application form, please email to our Office Manager, Silvana Dos Santos. Silvana's email address is on the application form.

Email: silvana@cornerstonecelc.co.nz

Phone: (03) 343 6941

We recommend before applying that you check the latest ERO report and come in for a visit. This might help give you a better understanding of the direction where the Centre is heading. Also, take some time to look through the Centre's website, as this has more detailed information about what we offer.

ABOUT US

Cornerstone Christian Early Learning Centre is owned and operated by The Christian Schools' Trust, which also operates Middleton Grange School and Aidanfield Christian School. The Centre is managed by a Centre Manager. The Centre does have a lot to do with Middleton Grange School.

Cornerstone Middleton opened on Suva Street in 2014. The Centre used to be in Papanui on Windermere Road, where it had been operating successfully for several years. This was the original Cornerstone Centre, before building Aidanfield. Since moving to Middleton the Centre size has increased from a license of 30 children to 50 children.

We cater for 2 to 5 years olds. Teachers are recruited who are faithful to each Centre's Christian character. Many of the staff have been committed to the Centre for years, some for over 15 years. The teaching team come with a wide range of experience and expertise in working in Christian Education and within the Early Childhood sector.

The Centre uses Te Whāriki daily and weaves the Biblical teaching within this. Community involvement is a huge focus, and especially as the Centre is extremely close to Middleton Grange School. The Centre uses the school facilities, as well as their local community e.g., Rest homes, libraries, parks. Attendance at Cornerstone Christian Early Learning Centre is an excellent preparation for enrolment at any of the four Christian schools in Christchurch (Aidanfield Christian School, Emmanuel Christian School, Hillview Christian School and Middleton Grange School).

Children attend from 8:30 am to 3.30pm. There are shorter day options, see the website for more details. During the school term breaks, a holiday programme is run for the families who wish their children to attend, this is a more low-key programme, as some of the staff choose to have the school holidays off. Many of the families also choose to not attend during the holiday period.

QUALITIES the Christian Schools' Trust will be keeping in mind when making this appointment are as follows:

- Committed Christian in good standing in the church.
- Sat under good leadership in other high-quality centres.
- A sense of calling.
- Vision/Passion.
- Thorough knowledge of Te Whāriki, The New Zealand Curriculum and best practice will be essential.
- Proven communication skills and the ability to work in partnership with the staff, board of management, and the centre community to achieve common goals.
- Ability to manage time and to work effectively under pressure.
- Ability to enhance the family atmosphere for which the centre is known.
- A high level of professionalism, integrity and strong personal values.

- Professional qualifications will also be taken into account.

CENTRE PHILOSOPHY

The Christian Schools' Trust (CST) owns and operates the Centre. The CST vision is for Centre is to assist whānau/ families in the education of their tamariki/children by providing an environment in which the Biblical Truths of Jesus Christ are taught and lived. In outworking this vision, the mission of the Centre is to provide Christian teaching within a biblically informed, safe, and hospitable environment where endless opportunities to learn, grow, and thrive are given. Kaiako/teachers within the Centre provide play-based learning experiences that inspire creativity and a love of learning, while weaving in Christian teaching and learning. Collaborative relationships with whānau are paramount to ensuring that each with their unique, God-given identity and cultural heritage is represented and upheld.

Ngā ākonga / Learners

We believe that all ākonga:

- Are created in God's image each uniquely designed with skills, gifts, and talents with which to love and serve God to His glory.
- Are a gift and blessing from God.
- Need to feel safe, seen and valued and free to share who they are in a safe and nurturing environment.
- Need to feel confident and competent within our environment to try new things, take risks, and test their understanding of the world that God has created.
- Need to be given opportunities to celebrate diversity and cultural differences, and develop Christ-like character, through intentional and culturally responsive practices.

Ngā whānau / Families

Our whānau and community:

- Are acknowledged and honoured as the primary educators of their tamariki.
- Have the reassurance that we are committed to journeying and building strong respectful and reciprocal relationships with them as the experts in the knowledge of their tamariki.
- Can partner with us, in the teaching of Biblical Truths.
- Play an essential role in the education and well-being of all ākonga. Opportunities are given to ensure knowledge, beliefs, cultural heritage, values, and life experiences are represented and acknowledged to support the growth and development of our ākonga and within our Cornerstone community.

Ngā Kaiako / Teachers

Kaiako are:

- Genuine Christians faithful to the Christian character of the Centre.
- Committed professionals passionate about seeing ākongā reach their God given potential.
- Dedicated to partner with whānau and the community to effectively plan and evaluate learning experiences that see best practice outcomes for all ākongā.
- Committed to providing high-quality education and care that promotes physical, emotional, social, cognitive, and spiritual development, as well as providing opportunities for individual and group learning.
- Creative and innovative, believing in fostering curiosity, creativity, and a love of learning through hands-on age-appropriate experiences, exploration, play and interactions with others.
- Trained in using key Early Childhood documentation to guide programme and planning including Te Whāriki, The New Zealand Curriculum and Te Tiriti o Waitangi.

PARENT FEEDBACK

“When Tim and I were looking for a preschool for our girls we wanted something Christ centred, Cornerstone has exceeded our expectations. From the first day we have felt like our Cornerstone family has been everything we could have imagined for our girls. The attention to detail that’s put into teaching the gospel truths that are so important to us as a family is remarkable, as well as the nurturing of our girls. We are often reminded about the details of Bible stories and passages taught at preschool at our dinner time conversations. We feel beyond blessed to have Cornerstone as our girls preschool.” -Sarah

JOB DESCRIPTION – Cornerstone Christian Early Learning Centres	
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POSITION:	Teacher
PURPOSE:	To provide the day to day teaching and learning of the Centre.
RESPONSIBLE TO:	Team Leader, Assistant Centre Manager and Centre Manager
FUNCTIONAL RELATIONSHIPS: Internal:	<ul style="list-style-type: none"> • Tamariki, Parents, Caregivers, Whānau • Teaching and Administrative staff • Centre Manager • Board members

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External:	<ul style="list-style-type: none"> ● Ministry of Education ● ERO ● Other ECE stakeholders and organisations as relevant and appropriate ERO
PRIMARY OBJECTIVE/PURPOSE:	<p>To ensure the day-to-day teaching and learning of the Centre meets the expectations of The Christian Schools Trust and the national professional standards.</p> <p>To drive learning experiences that are meaningful and focused on each tamariki’s individual interests and strengths.</p> <p>To support and enhance the special Christian character of the Centre</p> <p>To maintain confidentiality</p> <p>To engage in positive, respectful and collaborative relationships with staff, tamariki, whānau, and wider community</p>
Key Performance Area	Expected Results

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Teaching and Learning	<p>Ensure practices carried out meet all regulations and requirements set by the Ministry of Education.</p> <p>Establish and maintain a close working relationship with the Centre team and community to ensure that personal teaching practice consistently provides high quality learning outcomes for all tamariki.</p> <p>Ensure that teaching and learning builds on individuals interests, strengths and needs and where possible collaboration has been applied.</p> <p>Take part in whole team meetings weekly to discuss current teaching and learning needs.</p> <p>Take part in Centre evaluations where teaching and learning is reviewed to bring about improved outcomes.</p> <p>Take part in performance appraisal reviews leading to teacher improvement.</p>
Leadership	<p>Support the Centre Management in championing a Centre culture where all colleagues are valued, supported and encouraged to achieve their best, so that positive outcomes for tamariki and their whānau are achieved.</p> <p>Establish close working relationships with team members providing ongoing support, inspiration and feedback for their practice.</p> <p>Take part in the review of Cornerstone policies and procedures and help to support any establishment of new policies or procedures as required with the support of the Assistant Centre Manager.</p>
Health, Safety and Wellbeing	<p>Have a sound understanding of Early Childhood legislation and compliance to a high standard of practice.</p> <p>Ensure regular hazard and safety checks are carried out to mitigate the risk of accidents.</p>

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	<p>Support the Head Management to manage maintenance including property, hazards and updating the maintenance register.</p> <p>Support the Centre Administrator and Management to oversee, monitor and control the access of persons to the Centre including parents and whānau, contractors, Board members, and other visitors, to ensure their safety and the safety of staff, whānau and tamariki.</p> <p>Be aware of all health and safety policies and procedures that Cornerstone follows and adhere to these at all times.</p>
Communication	<p>Establish and maintain open communication channels with all members of the learning community.</p> <p>Act as a representative of Cornerstone within meetings, interactions, events outside of the organisation. Ensure Management is informed of anything that impacts on Cornerstone.</p> <p>Establish and maintain working relationships with all tamariki, taking time to understand who they are and their interests, strengths and learning needs.</p> <p>Establish and maintain working relationships with parents and whānau including effective processes for dealing with parent feedback.</p> <p>Establish and maintain working relationships with all members of the Cornerstone team.</p>
Professionalism	<p>Flexibility and willingness to perform a variety of tasks is demonstrated.</p> <p>Willingness to uphold the special character of the Cornerstone ECE centres.</p> <p>Time and stress levels are managed effectively</p> <p>Other duties performed as required</p>

PERSON SPECIFICATION

The following qualifications along with skill and attitudes are essential;

Qualifications;

- NZQA recognised ECE Teaching Qualification
- First Aid Certificate
- Current teacher registration

Skills and Attitudes;

- Drive to motivate, inspire and provide excellent ECE
- Excellent written and oral communication skills
- Excellent relationship building skills
- Effective planning ability
- Passion to teach and share knowledge
- Proven creative problem solving
- Computer literacy
- Pastoral nature