



## Supervisor Job Description

<b>Position:</b>	Supervisor
<b>Reports to:</b>	Management Committee & Cornerstone Christian Education Trust (CCET)
<b>Relating to:</b>	Internal: Staff, Children, Parents/Whānau, Management Committee and CCET External: Ministry of Education (MoE), Learning Support, Plunket and/or Public Health, training providers, etc
<b>Hours:</b>	40 hours per week, term time only plus 3 weeks
<b>Tenure:</b>	Permanent
<b>FTE:</b>	0.89 FTE
<b>Remuneration:</b>	\$42.30/hr
<b>Appraisal:</b>	The position is subject to an annual appraisal/mentoring process
<b>Person Specification:</b>	Ability to implement Cornerstone Christian Preschool's Christian Philosophy in practical terms. Has an ECE or primary qualification that enables certification by the Teaching Council. Holds Tūturu Full Teacher certification (Category 1) from the Teaching Council. Able to successfully pass a safety check in accordance with the Children's Act 2014. At least three years' experience in a New Zealand-based ECE service. Experience in ECE management or a small business management role is desirable.
<b>Primary Objective:</b>	The Centre Manager-Supervisor is the leader of Cornerstone Christian Preschool (CCP), as well as a participant in the teaching team. CCP is responsible for providing quality early childhood education services to preschool-aged children. Our philosophy is Christian; therefore the Supervisor must have a sense of calling to this Christian ministry and be willing to outwork this to the best of their ability. The role of the Supervisor is to plan and guide Cornerstone Christian Preschool's operations in order to achieve the goals of its strategic plan and ensure its legislative and regulatory compliance, educational and overall business success.
<b>Areas of Responsibility:</b>	<ol style="list-style-type: none"><li>1. Christian Philosophy</li><li>2. Leadership / Personnel Management</li><li>3. Relationship Management</li><li>4. Operational Management</li><li>5. Strategic Management</li><li>6. Teaching and Learning</li><li>7. Professional Learning</li></ol>

## **1 Christian Philosophy**

The Supervisor will:

- understand CCP's Christian Philosophy and be able to implement it in practical terms
- actively model and teach Christian values and ways of living to staff, parents and children, ensuring that correct theology is being taught
- pray for the work of CCP, the children and their families/whānau, and maintain the Christian Philosophy at all times
- encourage the development of personal Christian faith in children and their families
- have a strong commitment to teach and promote quality Christian early childhood education

## **2 Leadership / Personnel Management**

The Supervisor will:

- demonstrate leadership in the CCP team by:
  - modelling CCP values in daily practice
  - encouraging vision and innovation
- be familiar with current theories and approaches to leadership and teaching
- approach critical inquiry and problem solving with a positive attitude in order to strengthen teaching and learning
- motivate and support the teaching team to improve the quality of teaching and learning
- provide an induction and mentoring programme for any teachers working towards full practising certificates
- undertake appraisal of staff on an annual basis and support staff in achieving performance goals
- facilitate the development and implementation of practices that reflect the dual heritage of Aotearoa/New Zealand

## **3 Relationship Management**

The Supervisor will:

- communicate effectively – formally and informally - with children, family/whānau, caregivers, colleagues, Management Committee and CCET
- establish and foster relationships within, and between, CCP and the wider community
- establish and maintain networks with professional bodies such as the Ministry of Education, Learning Support, Plunket, Public Health, training providers etc
- foster positive connections with Cornerstone Christian School
- proactively handle any significant communication issues in a timely and professional manner
- manage conflict effectively and actively work to achieve resolution
- request support from the Management Committee, CCET and/or appropriate professional bodies as appropriate

## **4 Operational Management**

The Supervisor will:

- be conversant with the Early Childhood Regulations 2008, ECE Licensing Criteria, NELP, CCP Operations manual and all other relevant legislation, regulation, and policy
- ensure CCP complies with all relevant legislation requirements including monitoring and reporting requirements
- ensure an appropriate monitoring structure is in place to demonstrate that CCP's operations are meeting expectations
- be fully committed to promoting and maintaining a culture of child safety and protection
- effectively and efficiently use available financial resources and assets, within delegated areas of authority, to support CCP operations

- identify property issues and prioritise upgrades following discussion and approval with the Management Committee or, when appropriate, CCET
- be an advocate for high quality health and safety practice for adults and children and proactively seek and work to eliminate identified health and safety issues/hazards
- take responsibility for their own health and safety and that of others, and mentor others in health and safety best practice, including accurate reporting, recording and review
- facilitate regular documented staff meetings and encourage participation of all team members
- demonstrate proficiency with ICT systems
- participate in the appointment process of new teaching staff
- ensure that all new staff and students are fully inducted into the CCP environment

## **5 Strategic Management**

The Supervisor will:

- initiate, plan and manage the CCP programme and practices to reflect a commitment to focusing CCP on continuous improvement, and contribute to the regular review of CCP policies and procedures
- work with the Management Committee and CCET to develop a long-term strategic plan, annual budget and resource plan
- understand the implications of Aotearoa/ New Zealand's changing cultural, social and economic context, and reflect these changes at CCP

## **6 Teaching and Learning**

The Supervisor will:

- demonstrate commitment to te Tiriti o Waitangi, te reo and tikanga Māori and display cultural competencies
- display proficiency in the content and purpose of Te Whāriki; be proficient in all relevant national documentation such as Tātaiako, Tapasā, and NELP
- evaluate and implement developments in current learning, pedagogy, and assessment theories
- ensure implementation of CCP's local curriculum
- ensure CCP's curriculum and programme design is based on planning and assessment for learning and holistic development; incorporating the Christian Philosophy, coming from the foundation of a biblical worldview, consistent with the principles of Te Whāriki and taking into consideration the NELP
- create and maintain, together with the teaching team, a safe, stimulating, and high-quality learning environment that is conducive to children's holistic development
- have the ability to support diverse learners, and to liaise with support services when needed
- demonstrate effective positive guidance strategies
- take responsibility for sourcing and maintaining appropriate resources for the learning environment that engage children in learning

- ensure interactions with children:
  - demonstrate competent practices in facilitating children’s engagement in learning
  - ensure learning opportunities are equitable and respectful of children’s interests, capabilities, and dispositions
  - respect their individuality, culture and place in their community
  - are warm and nurturing
  - are intended to foster a trusting and respectful relationship
  - are engaging and positive and establish high expectations
  - are based on their rights to protection and promotion of their health and wellbeing
  - foster self-worth, confidence, independence and responsibility, and social and emotional competencies
- involve parents/whānau in the CCP programme and establish a learning partnership that includes parents’ aspirations for their child
- provide regular feedback that contributes to the child’s learning pathway via CCP processes

## **7 Professional Learning**

The Supervisor will:

- demonstrate a commitment to their own ongoing professional learning
- maintain a full practising certificate and achieve a high standard against the Teaching Council’s Standards for the Teaching Profession
- adhere to the Teaching Council’s Code of Professional Responsibility
- maintain a current 1<sup>st</sup> Aid Certificate
- have a teachable spirit, and a flexible mindset with a willingness to change