



### **Primary School Learning Enrichment Teacher Aide- Thursday**

Thank you for your inquiry regarding the Primary Teacher Aide Positions with the *Samford Valley Steiner School*.

The package for the above position is enclosed. It is composed of:

1. Information for Applicants
2. Selection criteria
3. Role Description

Please read these documents carefully before seeking further information.

Yours sincerely,

Carly Sheard  
School Director

## INFORMATION FOR APPLICANTS

Thank you for your interest in the advertised position. The aim of this *Information for Applicants Package* is to help you understand the selection process so that you can present your best case for appointment. The basis for selection is the relative merit of each applicant in relation to the selection criteria identified in the *Role Description* and the *Selection Criteria*

### Role Description

The *Role Description* provides information regarding the following:

1. Position Details
2. Role Context
3. Role Purpose
4. Key Accountabilities

### Remuneration

As per **Samford Valley Steiner School Enterprise Agreement 2022** - dependant on experience and qualifications.

### Hours of Duty

This is 5.75 hours one-day (Thursday) 8.30am to 2.45pm (including 30 minutes unpaid lunch break), Term-Time only position. There is a 6-month probationary period. **Commencing As Soon as Possible.**

### How to Apply

Your application should include:

1. A brief summary of your career, outlining relevant positions you have held and major responsibilities.
2. Statements, which concisely but fully describe how you consider yourself suitable against each of the selection criteria.
3. The names, positions and telephone contact numbers for two referees who can comment on your suitability for the position.
4. Your application should be marked *Confidential* - Primary School Learning Enrichment Teacher Aide and emailed to [sellis@samfordsteiner.qld.edu.au](mailto:sellis@samfordsteiner.qld.edu.au)

### Closing Date

Applications open until position is filled. Please apply at the earliest.

### Selection Process

All applications received will be acknowledged. Short-listed applicants will be contacted and required to attend a face-to-face interview.

## **SELECTION CRITERIA**

**Position title:** *Primary School Learning Enrichment Teacher Aide*

### **Desirable Qualifications and Legal Requirements**

- Current Blue Card.
- Current First Aid and CPR Certificates from a recognised institution or willingness to obtain them within 10 weeks
- Certificate 3 in Teacher Aide-Educational Support or willingness to obtain one.

### **Selection Criteria**

- A love for children and a willingness to deepen their understanding of Steiner Education or previous Steiner experience.
- A long-term commitment to working with children and ability to work in an inclusive environment.
- Patience, equanimity, endurance, enthusiasm, flexibility, and excellent interpersonal and communication skills.
- Experience in working collegially and able to communicate well with teachers, children and parents.
- A willingness to receive instruction and openness to working as a team member.
- Excellent literacy and numeracy skills.

## ROLE DESCRIPTION

Position Title	Learning Enrichment Teacher Aide
Area	Primary School
Position Reports to	Primary School Director
Role Location	Wights Mountain (Samford Valley) QLD
Key Role Relationships	School Director Faculty Directors College of Teachers (CoT) Primary School Faculty and Class 1 to 7 students
<b>Role Context</b>	
<p>The Samford Valley Steiner School (SVSS) has experienced considerable growth since its inception in 1987, most notably over the past six years. This growth has included a High School operating since 2006, significant capital works, an increase in both students and staff and, importantly, a change of focus from pre- and primary education to ‘whole school’.</p> <p>Anthroposophy and the developmental picture of the human being is the underpinning of Steiner education philosophy. The school has a Senior Leader Team consisting of the School Director, Early Childhood Director, Primary School Director, High School Director, Economic Development Manager, and the Chairperson of the College of Teachers (CoT), which develops the pedagogical direction and vision from a deep understanding of Steiner’s indications and child development perspective. Teachers creatively translate this vision and direction into observable and practical actions in a way which engages and develops students. Working collaboratively with and under the direction of the Boombana (Learning Enrichment Room) Teacher and Learning Enrichment Coordinators Teaching Assistants support students participation in an age appropriate Steiner curriculum. The Teacher Aide must be willing to learn, engage and work from our Vision and Core Principles at Samford Valley Steiner School.</p> <p><a href="https://www.samfordsteiner.qld.edu.au/about-us/vision/">https://www.samfordsteiner.qld.edu.au/about-us/vision/</a></p>	
<b>Role Purpose</b>	

Guided and directed by the Boombana Teacher, Learning Enrichment Coordinators and School Directors and working with the philosophy and principles of Steiner Education, the Teaching Assistant assists the Teachers supporting student participation in all school activities. Teacher Aides have a strong commitment to and understanding of duty of care, participate actively in the life of the School community, and are committed to ongoing individual and collaborative professional development. The Boombana Teaching Assistant whilst providing both general and teaching support to the Teachers, is predominantly focussed on the wellbeing and specific needs of the children in her care. The Teaching Assistant under the guidance of the Teacher must be able to work independently with students. Experience with children displaying challenging behaviour /anxiety and or students diagnosed with ADHD and ASD is essential. A willingness to embrace the philosophy of Steiner education and participate in ongoing learning in this area is essential.

#### **Key Accountabilities**

**Duty of Care**

Ensure the good physical and mental health and safety of students at the Primary School through maintaining a thorough understanding of School policies and procedures (including the Well Being Policy), as well as knowledge of and compliance with emergency and accident procedures, undertaking all actions necessary and holding a conscious awareness of real and potential safety concerns.

**Safety and Compliance**

Safety is a priority for all SVSS staff. All staff employed in any capacity by SVSS are expected to understand and effectively apply safety policies and practices as relevant to their role.

**Teaching and Learning Support**

Working collaboratively under the guidance of the Boombana Teacher and Learning Enrichment Coordinators, provide support to students wellbeing and learning. Implementing student behavioural support as per school policy, informed by student information as directed by Learning Enrichment Coordinators and Boombana teacher. Assisting the Teacher in developing and maintaining a high standard of aesthetic presentation and a sensitive social atmosphere within the classroom which supports positive behaviour and the inclusivity of all students. Assist the Teacher in developing and maintaining a high standard of aesthetic presentation and a sensitive social atmosphere within the classroom which supports positive behaviour and the inclusivity of all students.

**General Duties**

Establish and maintain a clean, safe and orderly classroom environment and storeroom area, supporting the students in their assistance to relevant tasks such as undertaking basic daily cleaning duties (floor, bins, general tidying, etc) and assisting in the preparation of Classrooms for Open Days and Festivals. Advise the Teacher on resources needs or issues with faulty furniture and equipment, so that there are sufficient supplies and equipment in working order to meet the needs of the Class. Proactively contribute to the nurturing and supportive environment of the whole School through willing participation in regular school responsibilities (eg playground duty), actively engaging in school related activities (eg. attendance at parent nights as requested by Teacher), and contributing to other classes according to personal skills and interests.

**Management, Administration and Community Participation**

Work collaboratively with colleagues as required, contributing to administrative needs affecting the class and establishing a working knowledge of relevant School policies and procedures, to support smooth and effective day to day operations in the class. Establish and maintain records of observations and samples of student's work, as directed by the Teacher, to assist the Teacher in providing appropriate and comprehensive feedback to parents and guardians and to provide relevant information which will allow the Teacher to improve their teaching program.

**Professional Conduct and Development**

Proactively seek and participate in continuing professional development activities, including peer and mentor support and coaching, Faculty of Teachers meetings and all School-based in-service activities, in order to establish and maintain a high level of professional knowledge and expertise. Strengthen parent and community confidence in the School by always acting professionally with due consideration and awareness of issues of sensitivity and confidentiality, remaining mindful of the Teacher's role to communicate matters of concern, maintaining good rapport with parents and guardians, and with appropriate duty of care toward fellow colleagues.

Approval:

<b>Learning Enrichment Teacher Aide:</b> Name: _____ Signature: _____ Date: _____	<b>Primary School Director:</b> Name: _____ Signature: _____ Date: _____
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