



KINDERGARTEN ASSISTANT

Thank you for your inquiry regarding the Kindergarten Assistant Position 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

Should any of the above documents be missing from your package, please contact this office on 07 34309600.

Please read these documents carefully before seeking further information.

Yours sincerely,

A handwritten signature in black ink, appearing to read "Marilou Araullo".

Marilou Araullo
Early Childhood 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* should be read carefully. It provides information regarding the following:

1. Position title
2. Area
3. Location
4. Role Relationships
5. Role Context
6. Role Purpose
7. Key Accountabilities

Remuneration

dependant on experience and qualifications.

Hours of Duty

This is a part time, term time contract.

Monday-Friday 8am-3.15pm

Probation

There is a six month probationary period.

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.

Your application should be marked *Confidential Kindergarten Assistant 2021*.

And emailed to sellis@samfordsteiner.qld.edu.au

Closing Date

Applications close at 4.00pm Friday 23rd of September.

Selection Process

All applications received will be acknowledged. If you do not receive confirmation of your application, please contact the office on 07 3430 9600.

All short-listed applicants will be required to attend an interview.

Contacts for Further Information

If you require further information after reading this information package, please ring the office on 07 3430 9600 and arrangements will be made for the Early Childhood Director to contact you.

Position title: Kindergarten Assistant

Desirable Qualifications and Legal Requirements

- Minimum of a Certificate III in Children's Services or Education Support, or, be working towards completing this qualification
- Current First Aid and CPR Certificates from a recognised institution or willingness to obtain them within 10 weeks
- Current Blue Card.

Selection Criteria

1. Experience in a Steiner Early Childhood setting and/or a demonstrated long-term commitment to working with young children in a nurturing, family-oriented environment
2. A love for young children and a willingness to deepen your understanding of Steiner Early Childhood Education.
3. Patience, equanimity, good health, endurance, enthusiasm, flexibility, and the ability to communicate well with teachers, children and parents.
4. A willingness to receive instruction and an openness to working as a team member.

ROLE DESCRIPTION

Position Title	Kindergarten Teacher Assistant, Samford Valley Steiner School
Area	Kindergarten
Position Reports to	Kindergarten Teacher and Early Childhood Director
Role Location	Brisbane (Samford)
Key Role Relationships	School Director Faculty Directors Teaching staff

Role Context

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'.

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.

The Teacher Aide must be willing to learn, engage and work from our Vision and Core Principles at Samford Valley Steiner School.
<https://www.samfordsteiner.qld.edu.au/about-us/vision/>

Role Purpose

Guided and directed by the Kindergarten Teacher and working with the philosophy and principles of Steiner Education, the Teacher Assistant supports the Teacher to implement the class program and curriculum.

The Kindergarten Teacher Assistant provides both general and teaching support to the Kindergarten Teacher. This includes pastoral care for the children in the Class and maintaining conscious awareness of the needs of the children and the role of parents/guardians in their child's education. Teacher Assistants 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.

Key Accountabilities

Duty of Care

Ensure the good physical and mental health and safety of children at the Kindergarten 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, remaining vigilant about supervision, 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

Assist the Teacher in all aspects of implementing the Class program, during Term and before/after Term as required, including setting up of the classroom and preparation and participation in classroom activities (eg morning circle, puppet shows, birthday

celebrations), so that the Teacher is able to focus on the provision and delivery of an appropriate and imaginative teaching and learning program.

Assist the Teacher in all aspects of Craft programs, including making and maintaining classroom play materials and completing children's craft projects, so that the children benefit from a range of hand-crafted natural play materials for both home and school.

Consistently apply class and playground rules and behaviour management strategies as required, including prompt and supportive responses to inappropriate behaviour, which contribute to the establishment and maintenance of a supportive learning environment consistent with School policies.

Assist the Class Teacher in developing and maintaining a high standard of aesthetic presentation and promoting 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, playground and storeroom area, and assisting the children in undertaking basic daily cleaning duties (cleaning of painting boards, dusting, washing equipment, etc).

Modelling the home environment, undertake all duties required in preparing the daily meals including ordering and purchasing food for the morning tea and lunch, joyfully preparing the meals with the children (cutting fruit and vegetables, making bread, soup, etc), setting and clearing the tables and assisting children to clean up.

Advise the Teacher on resources needs or issues with faulty furniture and equipment, including maintenance register and annual stock take, so that there are sufficient supplies and equipment in working order to meet the needs of the Class.

Proactively contribute to the nurturing, supportive and rich environment of the Kindergarten through willing participation in school related activities (e.g. attendance at parent nights, accompanying the teacher on home visits as required) as well as active participation in the preparation, celebration and clean-up of seasonal Festivals, Open Days and FestiValley.

Management, Administration and Community Participation

Work collaboratively with colleagues as required, contributing to administrative needs affecting the Kindergarten and the class and establishing a working knowledge of relevant School policies and procedures, to support smooth and effective day to day operations.

Actively participate in weekly Faculty meetings with Kindergarten staff to discuss issues and routines and to share observations and other relevant information which will assist the Teacher to improve their teaching program and day to day activities.

In collaboration with the Teachers and the other Assistant, effectively manage the budget for all Kindergarten and relevant Festival food and needs, so that these needs are adequately met.

Professional Conduct and Development

Proactively seek and participate in continuing professional development activities, including peer and mentor support and coaching, regional seminars and all relevant 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 acting professionally at all times with due consideration and awareness of issues of sensitivity and confidentiality, remaining mindful of the Teacher's role to communicate matters of concern, modelling good speech and attitudes to the young child, maintaining good rapport with parents and guardians, and with appropriate duty of care toward fellow colleagues.

Approval:	Kindergarten Teacher Assistant:	Early Childhood Director:
	Name: _____ Signature: _____ Date: _____	Name: _____ Signature: _____ Date: _____
Received By HR/ Admin:	Signature: _____ Date: _____	