



## **Education Administrator Early Childhood and Primary School 2018 Application Package**

Thank you for your interest in applying for the Education Administrator Position at *Samford Valley Steiner School*. The position is full time.

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

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

Should any of the above documents be missing from your package, please contact the office on 07 3430 9600.

Please read these documents carefully before seeking further information.

Yours sincerely,

Pep Wright  
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

Dependent upon experience and qualifications

### Hours of Duty

This is a full time position commencing Feb 2018

### Probation

There is a 6 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 at least two referees who can comment on your suitability for the position. – including a supervisor or management colleague from your most recent role.

Your application should be emailed to [pwright@samfordsteiner.qld.edu.au](mailto:pwright@samfordsteiner.qld.edu.au) and marked *Confidential – Education Administrator 2018*

### Closing Date

Applications close at 4.00pm Friday 12<sup>th</sup> of January 2018

### **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 or email [pwright@samfordsteiner.qld.edu.au](mailto:pwright@samfordsteiner.qld.edu.au)

Short listed applicants will be contacted by phone and will be required to attend a face-to-face interview. All applicants will be informed by Wednesday 17<sup>th</sup> of Jan whether they have been short-listed or not.

### **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 Pep Wright, School Director, to contact you.

If she is not immediately available when you call, please leave your business hours and after hours contact numbers and she will return your call at the first opportunity.

## **Selection Criteria**

### **Education Administrator, Samford Valley Steiner School**

#### **Key Required Capabilities.**

#### **1. Waldorf/ Anthroposophical experience and training.**

- Possesses Steiner teaching qualifications and has had significant teaching experience within Steiner schools.
- Works from a deep Anthroposophical understanding and is committed to the spiritual development of themselves and those around them.
- Possesses a comprehensive understanding of current issues affecting Waldorf/ Steiner education in Australia.
- Demonstrates an understanding of the role of College of Teachers and can identify pragmatic operational strategies to implement the College pedagogical vision.

#### **2. Strong managerial experience or capacity in leading a diverse team.**

- Demonstrates a collegiate and consultative leadership style, able to effectively manage and engage the teaching staff to develop ownership, support and momentum for the achievement of common goals.
- Ability to work effectively with a peer Education Administrator and support staff to oversee and manage a wide range of tasks which will enable the delivery of a holistic and high standard of Steiner education to students.
- Ability to provide the environment and the administrative support which will empower teachers to work creatively and with discretion in order to fulfil curriculum needs.
- Demonstrates initiative in identifying issues, potential solutions to these issues and timely implementation of workable strategies.
- Demonstrates an understanding of the range of areas for which the EA roles are accountable, including curriculum and assessment, staffing management, professional development and training, education policies, learning support and behaviour management.

#### **3. Strategic and Systems Thinker**

- Demonstrates the ability to think strategically about teaching issues and student needs, identifying and implementing effective strategies which enhance all facets of teaching, including curriculum, assessment, professional development, and short- and long-term staffing needs.
- Demonstrates experience or capacity to develop systems, policies and processes in a timely manner to ensure consistency of practices.
- Demonstrates an understanding of systems thinking and how that can be applied in order to achieve efficiencies in daily practices which support the teachers.

#### **4. Builds and Nurtures Relationships.**

- Demonstrates strength in developing and nurturing relationships with a multi-disciplinary staff to build cohesion, morale and team spirit.
- Possesses superior communication, networking and liaison skills, to engage the teaching staff and to facilitate effective liaison with parents on educational matters.
- Strength in managing and resolving conflict: Finds common ground quickly and fosters communication between parties to negotiate successful agreements and outcomes.

#### **5. Creativity and Innovation.**

- Develops innovative solutions to current or anticipated issues, utilising a creative and imaginative approach to challenges.
- Open to new ways of being, doing and responding.
- Undertakes continuous improvement in teaching, learning