



Education Administrators Early Childhood and Primary School 2019 Application Package

Thank you for your interest in applying for one of the Education Administrator Positions at *Samford Valley Steiner School*. Please clearly mark on your application your intention to apply for the Primary School or the Early Childhood position.

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 positions. 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 Descriptions* 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

Primary School EA: .8 FTE
Early Childhood EA: .4 FTE

Probation

There is a 6 month probationary period.

How to Apply

Your application should include:

1. A clear statement as to which role you are applying for
2. A brief summary of your career, outlining relevant positions you have held and major responsibilities.
3. Statements, which concisely but fully describe how you consider yourself suitable against each of the selection criteria.
4. 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 and marked *Confidential – Education Administrator 2019*

Closing Date

Applications close at 4.00pm Friday 9th of November 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

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 14th of November 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 Administrators, Samford Valley Steiner School

Key Required Capabilities.

1. Waldorf/ Anthroposophical experience and training.

- Possesses Steiner teaching qualifications or has had significant teaching experience within Steiner schools and in the sector of the school appropriate to the role
- 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 peer Education Administrators 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

ROLE DESCRIPTION

Position Details	Position Title	Education Administrator, Samford Valley Steiner School
	Area	Early Childhood or Primary School
	Position Reports to	Director
	Role Location	Brisbane (Samford)
	Key Role Relationships	Director College of Teachers (CoT) Other Educational Administrators Business Administrator Outside School Hours Care Co-ordinator All Staff, whole school community (staff, parents, students, interested and active parties)

“The School has business aspects but, fundamentally....it is a cultural / spiritual institution working with the energy of teachers, parents and other community members to provide an unencumbered environment for the

education of children. ... The administrator should be first and foremost an educator, steeped in Waldorf pedagogy and committed to the spiritual development of himself and those around him.”

From: The Art of Administration, by David Alsop

Role Context	<p>The Samford Valley Steiner School (SVSS) was established in 1987 and has experienced considerable growth over the past few years, with a High School operating since 2006. In recent years demand for enrolment in the lower end of the school has increased and the school has commenced double streaming.</p> <p>The School operates from a well-established and strong base in Anthroposophy which permeates all aspects of school functioning. The College of Teachers (CoT) holds a central role within the School, developing the pedagogical direction and vision from a deep understanding of Steiner’s indications and child development perspective. The Senior Leadership team are tasked with taking this picture then identifying and working with all the elements required to put it into practice at an operational level. As such, the School requires leaders who are experienced and inspired Steiner teachers who can work collaboratively with and lead their colleagues; maintaining collegial cohesiveness and supporting teachers to responsibly exercise creative freedom in their work.</p>
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<p>Role Purpose</p>	<p>Working effectively with the School’s Leadership Team (Director, Business Administrator, Chair of the CoT), the Education Administrators will ensure the means by which competent and content teaching staff have access to a rich Steiner curriculum, which they can deliver with creative discretion to students who are interested and engaged, within a safe and effective learning environment.</p> <p>The Education Administrators work collaboratively with each other and across the School to meet both the educational needs of students and the teaching and support needs of teachers; empowering the teachers individually and within their faculties to work creatively into areas of interest and need. Working with the CoT, the Education Administrators provide the environment and harness the energy and motivation of teaching staff to enable them to step into this picture. In particular, these roles provide the support needed to ensure that both the development and delivery of education within this picture is of a high standard and is responsive to changing needs and demands.</p> <p>As with other Leadership Team roles at the School, a concept of “Servant Leadership” – accountability, action and strategic vision in order to serve the needs of the students, staff and community – underpins this role.</p>
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Key Accountabilities	<p>Leadership Working collaboratively with the other Education Administrator, lead and empower a diverse, capable and creative teaching staff in their delivery of a holistic Steiner curriculum.</p> <p>In liaison with the other Education Administrator (EA), develop and lead skilled administrative staff so that the administrative requirements of the EA roles are completed effectively and efficiently and appropriately support the delivery of the Steiner curriculum.</p> <p>Education Development Utilising input from the CoT and teaching staff, ensure the development, implementation and regular review of an integrated National Steiner curriculum across the School (K-12), linked to assessment, reporting and compliance requirements, which actions the educational pictures as described by the CoT.</p> <p>Ensure that teaching staff are supported and empowered in their teaching practice, including exercising creative freedom within the framework of the curriculum and professional boundaries, through appropriate professional development, mentoring and constructive review of performance.</p> <p>Effectively oversee, coordinate and manage teaching needs and resources in order to support and optimise teachers' practice both in and out of the classroom.</p> <p>Staffing Identify, oversee and manage all current and predicted teacher staffing requirements, including timetabling and all resource needs.</p> <p>Proactively identify and action opportunities to satisfy future staffing needs, utilising strong relationships with teacher training organisations and prospective Steiner teachers and through remaining astute to both internal and external opportunities for teacher training or supervision.</p> <p>Educational Administration Direct and oversee all education-related policies, processes and practices, implementing improvements to these as required, and ensuring maintenance of comprehensive student and staff records and compliance with all statutory, legal and reporting requirements. This role includes administration and oversight of the Outside School Hours Care Service.</p> <p>Student Support Ensure the development, implementation and monitoring of, and adherence to effective systems of both learning support and behaviour management across the School, to ensure that all enrolled students receive the best possible education consistent with their needs within an environment where duty of care to children in the school is explicitly evident.</p> <p>Parent and Community Engagement Support and enhance parent and community engagement with the School through the effective management of student enrolments, retention of students, parent / adult education and the diplomatic, timely and effective handling of questions or grievances.</p>
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Approval:	Educational Administrator:		Director:	
	Name: _____		Name: _____	
	Signature: _____		Signature: _____	
	Date: _____		Date: _____	
Received By HR/ Admin:	Signature: _____ Date: _____			