

ROLE DESCRIPTION

POSITION DETAILS	Position Title	Education Administrator, Samford Valley Steiner School (2 FTE)
	Area	Whole school
	Position Reports to	Director
	Role Location	Brisbane (Samford)
	Key Role Relationships	Director College of Teachers (CoT) Other Educational Administrator Business Administrator 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. This growth has included 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>The School operates from a well-established and strong base in Anthroposophy which permeates all aspects of school functioning. In addition, the School is currently primed to make a 'step change' in its maturity as an organisation and in its functioning as a Steiner School. The redefined central role of the College of Teachers (CoT) within the School, which develops the pedagogical direction and vision from a deep understanding of Steiner's indications and child development perspective, results in a need for staff who are able to take this picture then identify and work with all the elements required to put it into practice at an operational level. Consequently, the School requires experienced and inspired Steiner teachers who can work collaboratively with and lead their colleagues into a new way of working. In addition, it is critical to develop and maintain cohesiveness within and across the teaching staff so that they are supported as individuals and collectively in exercising creative freedom to undertake their work.</p>
ROLE PURPOSE	<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>

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, so that students are excited about learning, converting their enthusiasm into achieving learning outcomes.</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 HR/ IR/ ER needs, to ensure that all employer and employee obligations are met and to free staff to focus on providing a high standard of education to their students.</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.</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>

Approval:	Educational Administrator: Name: _____ Signature: _____ Date: _____	Director: Name: _____ Signature: _____ Date: _____
	Received By HR/ Admin: Signature: _____ Date: _____	