



High School Enrichment Assistant Application Package

Thank you for your interest in applying for the position of High School Enrichment Assistant at Samford Valley Steiner School, commencing Term 1, 2020.

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

1. Information for Applicants
2. Role Description

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,

Delaney Crawley
High School Education Administrator

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 mandatory requirements and key responsibilities outlined below.

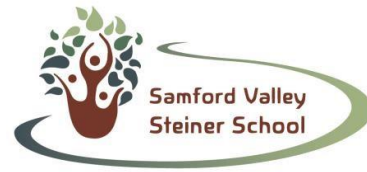
Role Description

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

High School Assistant rate



Hours of Duty

Monday to Friday – Term time only

- 8.30 to 2.45 pm

This is a contract appointment for 2020.

Key Responsibilities

The High School Enrichment Assistant will work closely with students, supporting teachers with various tasks during class time or providing support to individual and small groups of students in the designated study room as required.

The need to work intuitively, confidentially and manage a range of tasks is vital. Clear communication and documentation skills are essential.

Some pastoral care support to the students may be provided by developing a relationship of respect and trust.

Mandatory Requirements

- Blue Card

Desirable

- Although not essential, having a qualification related to education assistant work or the willingness to pursue this is highly desirable.
- Knowledge of Steiner Education and the ethos of the school, or a willingness to learn

How to Apply

Your application should include:

1. A clear statement as to why you are applying for the role
2. Written applications, including a CV and two professional referees, should be forwarded to: Delaney Crawley, High School Education Administrator at: dcrawley@samfordsteiner.qld.edu.au

Closing Date

- Applications close 4.00pm, Friday 15th November 2019

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 dcrawley@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 Friday 22nd November whether they have been short-listed or not.

Contacts for Further Information

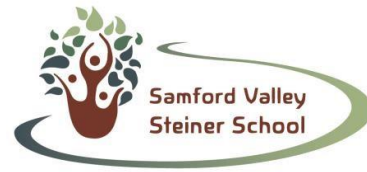
For a brief conversation regarding this position please contact Delaney Crawley via the school office on 07 3430 9600 .

ROLE DESCRIPTION

POSITION DETAILS	Position Title	Teacher Aide, Samford Valley Steiner School
	Area	High School
	Position Reports to	High School Education Administrator
	Role Location	Brisbane (Samford)
	Key Role Relationships	Education Administrator Teaching staff All Staff, whole school community (staff, parents, students, interested and active parties)

ROLE CONTEXT	<p>The Samford Valley Steiner School (SVSS) has experienced considerable growth since its inception in 1987, most notably over the past four 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, Primary School Education Administrator, High School Education Administrator, 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. High School 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 High School Teachers and the Enrichment Coordinator, Teacher Aides support the delivery of a consistent Steiner curriculum.</p>
ROLE PURPOSE	<p>Guided and directed by the High School Education Administrator, Enrichment Coordinator and High School Teachers, and working with the philosophy and principles of Steiner Education, the Teacher Aide assists the teachers to implement the class program and curriculum and support students in their learning.</p> <p>The High School Teacher Aide provides support to the teacher delivering the lesson and to students requiring support or enrichment in their learning. This includes consulting with teachers, High School Education Administrator and the Enrichment Coordinator to support students with diverse ability, pastoral care for the students and maintaining awareness of the needs of students. 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.</p>

KEY ACCOUNTABILITIES	<p>Duty of Care Ensure the good physical and mental health and safety of students of the 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.</p> <p>Teaching and Learning Support Working collaboratively with the High School Teachers and the Enrichment Team to provide support in all aspects of curriculum delivery and learning environments, including setting up of the classroom and preparation for lessons if required, and supporting students as directed.</p> <p>Apply appropriate 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.</p> <p>Assist teachers 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.</p> <p>General Duties Support in the establishment and maintenance of a clean, safe and orderly learning environment, supporting the students in their learning assisting in the preparation of Classrooms for Open Days and Festivals if required.</p> <p>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.</p> <p>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.</p> <p>Management, Administration and Community Participation Work collaboratively with colleagues as required, contributing to administrative needs as requested (eg NCCD) and establishing a working knowledge of relevant School policies and procedures, to support smooth and effective day to day operations in the class or study groups.</p> <p>Establish and maintain records of observations and samples of student's work, as directed by teachers.</p> <p>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.</p> <p>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, maintaining good rapport with parents and guardians, and with appropriate duty of care toward fellow colleagues.</p>
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Approval:	Teacher Aide: Name: _____ Signature: _____ Date: _____	Education Administrator: Name: _____ Signature: _____ Date: _____
	Received By HR/ Admin: Signature: _____ Date: _____	