



Primary Literacy and Numeracy Teacher 2023

Thank you for your inquiry regarding the Primary Teacher Aide Positions with the *Samford Valley Steiner School*. The position is an ongoing part time position commencing in Term 1 2023.

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,

Regan Cameron
Primary School Director

INFORMATION FOR APPLICANTS

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

As per *Samford Valley Steiner School Enterprise Agreement 2022* dependant on experience and qualifications.

Hours of Duty

This is a 0.4 FTE position
Monday and Tuesday 8am-4pm

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 two referees who can comment on your suitability for the position.

Please email your application to Shannon Ellis, HR and Executive Support marked:
Confidential Literacy and Numeracy Teacher 2023
sellis@samfordsteiner.qld.edu.au

Closing Date

Applications close at 4.00pm Friday 25th November 2022.

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 applicants will be advised as to whether or not they have been short listed for interview. All short-listed applicants will be required to attend a face-to-face interview.

Contacts for Further Information

If you require further information after reading this information package, please ring the office on 07 3430 9600.

Desirable Qualifications and Legal Requirements

- QCT Registration
- Current First Aid and CPR Certificates from a recognised institution or willingness to obtain them within 10 weeks

SELECTION CRITERIA

- A love for children and a willingness to deepen their understanding of Steiner Education or previous Steiner experience.
- A long-term commitment to working with children and ability to work in an inclusive environment.
- Patience, equanimity, endurance, enthusiasm, flexibility, and excellent interpersonal and communication skills.
- Experience in working collegially and able to communicate well with teachers, children and parents.
- A willingness to receive instruction and openness to working as a team member.
- Excellent literacy and numeracy skills.

ROLE DESCRIPTION

| | |
|-------------------------------|--|
| Position Title | Literacy and Numerary Learning Enrichment Teacher |
| Area | Primary School Classes 4 to 7 |
| Position Reports to | Primary School Director Learning Enrichment Co-ordinator |
| Role Location | Brisbane (Samford Valley) |
| Key Role Relationships | School Director College of Teachers (CoT) Primary School Director, Learning Enrichment Coordinators, Teacher Aides Staff, Students, Parents |

| |
|---|
| Role Context |
| <p>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. The School operates from a well-established and strong base in Anthroposophy that permeates all aspects of school. As a consequence of the growth in the school, we have identified a need for a Literacy and Numeracy Learning Enrichment Teacher who will promote and maintain positive relationships with students, staff, colleagues, parents and the school community.</p> <p>The Literacy and Numeracy Learning Enrichment Teacher 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/</p> <p>This role supports students with additional learning needs or those requiring extension, and liaises with the assistants, teachers and parents under the direction of the Learning Enrichment Coordinators. The role involves working with students on a one on one or small group basis. The role requires the ability to create different pathways for groups of students in collaboration with Class Teachers and the Learning Enrichment Coordinators. The role may require developing support programs for students that teacher aides can oversee.</p> |
| Role Purpose |
| <p>The overarching goal is to support students to achieve literacy and numeracy proficiency, with the goal of inclusive education.</p> <p>The Literacy and Numeracy Learning Enrichment Teacher will provide support to students with Literacy and Numeracy challenges and teach students from classes 4 to 7 and working closely with the Class Teachers, Learning Enrichment Coordinators, Primary School Director and specialist teachers.</p> <p>Referral to the Learning Enrichment program will be overseen by the Learning Enrichment Coordinator in collaboration with the Primary School Director, Class Teachers, and parents.</p> |
| Key Accountabilities |

Working collaboratively with the Learning Enrichment Coordinators, teachers, admin and the Primary School Director in supporting students with additional learning needs. This includes:

- An ability to develop positive and professional relationships with students
- Working to reduce barriers to learning and enhance the quality and opportunity of the school experience for students, by interfacing where appropriate, between student/family/school, to achieve the greatest learning potential possible.
- Providing support and feedback on the teaching of students with learning needs and those requiring extension.
- Collaboration with Class Teachers and Learning Enrichment team to contribute additional expertise in planning, teaching, assessing and monitoring student achievement and progress.
- Developing useful teaching and assessment resources for each year level so that teachers can use these within their own teaching.
- Keeping programs and assessment records on the School Portal.
- Providing support to teacher aides, and Class Teachers
- Advocating for students where there is disadvantage, and to liaise with teachers around academic issues and provide support, in consultation with the Learning Enrichment Coordinator around referrals.
- Supporting teachers by updating information on the School Adjustment Plan (SAP) in collaboration with teachers and the Learning Enrichment Coordinators.
- Keeping accurate documentation of program delivery including NCCD requirements.
- Working inclusively so that all students have the opportunity to be in their class and receive additional support as required but recognising and advocating for students who may prefer a quiet working space outside the classroom too.
- Participating in professional development opportunities.

| | | |
|-----------------------------------|---|------------------------------|
| Approval: | Literacy & Numerary LE Teacher | Faculty Director |
| | Name: Signature: Date: | Name: Signature: Date: |
| Received By HR/ Admin: | Signature: _____ Date: _____ | |