

## Role Description – Playgroup Leader

Position Title	Playgroup Leader
Reports to	Early Childhood Director
Faculty	Early Childhood
Level	Dependant on Experience
Applications Close	Friday, 10 July 2026
Key relationships	Early Childhood Director, Faculty Directors, School Director, Playgroup Families (Parents/Carers and Children), Teaching Staff.

### About Us

Samford Valley Steiner School (SVSS) is nestled on 20 acres of bushland just 35 minutes from Brisbane. As Queensland's largest Steiner school, we offer a unique, human-centred education from preschool to Class 12. Our vision is grounded in Rudolf Steiner's philosophy, focusing on nurturing creativity, well-being, and community connection.

Our **Playgroup Program** provides a welcoming, supportive environment for parents, carers, and children from ages one to five, fostering early childhood development through exploratory play, seasonal songs, rhymes, and storytelling.

### The Role

We are seeking a compassionate and organised Playgroup Leader to guide and nurture our early childhood playgroups. This role involves planning and leading playgroup activities, fostering a sense of community among families and supporting the developmental needs of young children in alignment with Steiner education principles.

### Your Contribution

As the Playgroup Leader, you will be responsible for creating a warm, nurturing space where young children can explore, grow and develop alongside their parents and carers. You will engage families through creative activities and foster a sense of community, while managing all related administrative tasks.

Your key responsibilities will include:

#### **Playgroup Leadership:**

- Lead playgroup sessions with a focus on children's exploratory play, storytelling, seasonal songs and rhymes.
- Create a welcoming and nurturing environment for families and children aged one to five.
- Guide parents and carers in understanding Steiner principles and providing support for parenting and child development.

**Program Development:**

- Develop a rhythm for the playgroup that promotes calm, well-being and creativity for children and families.
- Plan and implement seasonal craft activities for parents and prepare materials that align with the Steiner philosophy.
- Organise and lead seasonal celebrations at the end of each term.

**Community Engagement:**

- Foster a supportive community by encouraging conversation, connection and collaboration between families.
- Provide guidance to parents and carers, offering advice on child development and parenting strategies aligned with Steiner education.
- Promote the playgroup on the school's website and media platforms and engage with the wider school community.

**Health and Safety:**

- Ensure a safe and clean play environment, addressing any risks or hazards promptly.
- Prepare healthy snacks for morning tea, taking into account dietary requirements and allergies.

**Administration and Communication:**

- Manage enrolments, bookings, and invoicing for the playgroup, maintaining accurate attendance records.
- Communicate regularly with families via email or phone to share updates and notices.
- Liaise with the Early Childhood Director, school administration and other Steiner playgroup leaders.

## What we are looking for

For this role, we will consider:

**Experience in Early Childhood Education:**

- Previous experience working with young children in a playgroup, childcare, or educational setting, ideally with knowledge of Steiner education principles and/or willingness to undertake guidance in delivering a playgroup underpinned by Steiner principles and experiences.

**Community Building and Communication Skills:**

- Strong interpersonal skills with the ability to create a welcoming, supportive community for families and children.

**Creativity and Organisation:**

- The ability to plan and lead engaging, developmentally appropriate activities for young children, while managing the operational needs of the playgroup.

**Empathy and Leadership:**

- A compassionate and supportive approach to guiding parents and children, with the ability to lead by example and model positive interactions.

**Mandatory requirements**

All staff must adhere to the policies and guidelines of Samford Valley Steiner School, including the Code of Conduct and health and safety procedures. You will be responsible for reporting any incidents or hazards and actively contributing to creating a safe environment for everyone.

**Blue Card (Working with Children Check):**

- As required under Queensland law, all employees must hold a valid Blue Card for child-related employment.

**First Aid Certification (HTLAID012 Provide First Aid in an Education and Care Setting):**

- A current First Aid certification or willingness to obtain one prior to commencement.

**Interested in applying?**

To apply please submit:

- Your current resume.
- A brief letter (1 -2 page) telling us why you are interested in this role. This should not be a restatement of your resume and does not require you to respond to each of the key capability areas; it is also your opportunity to tell us about yourself, what you'll bring to the role and what you'll get out of it.

**Conditions and benefits of the role**

This position offers an exciting opportunity to work in a creative, collaborative, and supportive environment where you will play a key role in shaping and supporting the development of students across the primary.

SVSS offers competitive salary and benefits (including up to 12.75 per cent superannuation contributions by your employer and generous leave loading) and generous leave entitlements. We look forward to working with you.