

## Role Description

Position Title	Primary School Teaching and Learning Coordinator
Reports to	Faculty Director
Faculty	Primary School
Level	Based on experience
Key relationships	Primary School teachers, teacher aides, Faculty Director, SLT and Learning enrichment staff

## About Us

Nestled on 20 acres of stunning bushland and vibrant gardens in the tranquil Samford Valley, just 35 minutes from Brisbane's CBD, Samford Valley Steiner School (SVSS) offers a unique and vibrant educational journey for children from preschool through Class12.

As Queensland's largest Steiner school, we bring the richness of an independent education inspired by Rudolf Steiner's philosophy to life and thoughtfully meeting Queensland curriculum requirements. Here, students experience a holistic, inspiring approach that ignites curiosity, resilience, and a love for learning.

With a passionate faculty, a supportive community, and modern facilities harmonised with nature, SVSS is dedicated to nurturing well-being and resilience in every child. We strive to cultivate compassionate, capable individuals who are ready to make a thoughtful impact in the world.

If you share our commitment to inspiring young minds and fostering a love for learning, we invite you to join us in making a meaningful difference.

## The role

We are seeking a Primary School Teaching and Learning Coordinator to join our team in a full-time capacity starting from Term 1 2025. The Teaching and Learning Coordinator is responsible for overseeing the design, implementation, and delivery of the Steiner/Waldorf curriculum in the primary school. This role focuses on ensuring the curriculum is developmentally appropriate, holistic, and in alignment with Steiner educational principles. The coordinator provides direct support to teachers and fosters a collaborative and nurturing environment for both students and staff.

## Your contribution

You will make a significant contribution to the life of our school, bringing expertise to the primary school teachers and supporting their growth and ensuring that a rich, artistic and creative Steiner Curriculum is brought to all the children at SVSS.

### **Your key accountabilities will include:**

#### **Curriculum Development**

- Collaborate with teachers to develop and implement developmentally appropriate, engaging, and creative teaching programs that align with the school's curriculum and Waldorf education principles.
- Provide ongoing support and guidance to teachers in integrating Steiner pedagogy, ensuring that lessons reflect creativity, imagination, rhythm, and reverence for nature.
- Contribute to the annual curriculum review process in partnership with the College of Teachers, ensuring continuous improvement and alignment with educational goals.
- Promote and support the integration of the arts (music, movement, drama, visual arts) into the curriculum to encourage the development of the whole child.

#### **Teacher Development and Mentorship**

- Oversee and implement the Teacher Growth and Development policy and teacher mentor program, in collaboration with the Primary School Director, providing tailored professional development and mentorship to staff.
- Observe classroom practices, offer constructive feedback and mentorship, and maintain records of teacher goals and progress.
- Organise and facilitate professional development workshops and training sessions during faculty and in-school PD days as needed.

#### **Student Wellbeing and Support**

- Support the implementation of the school's Social Health and Wellbeing policy, assisting teachers with implementing individualised teaching and learning plans for students and providing timely, relevant communication to parents.
- Contribute to the Primary School care group, working with teachers and support staff to monitor and address the social, emotional, and academic needs of students across all grades.

- Work closely with the Learning Enrichment team to ensure that students with additional needs have access to learning programs and the curriculum, supported by teacher aide assistance.

### **Assessment, Reporting, and Documentation**

- Ensure that teachers document, assess, and report on student progress in all areas (academic, social, emotional, and physical), ensuring assessments are meaningful and reflective of the school's educational philosophy.
- Assist teachers in using assessment data to adjust teaching practices and ensure learning programs meet the evolving needs of students.
- Support the Primary School Director in reviewing and finalising student reports, ensuring accuracy and alignment with the school's reporting policies.

### **School Community Engagement**

- Foster a positive, inclusive school culture through active participation in regular school responsibilities, including playground duty, relief teaching, and engagement in school-wide activities.
- Build strong relationships with students, parents, and colleagues, supporting an open and collaborative school community.

## **What we are looking for**

For this role, we will consider how you meet the following:

1. Demonstrated knowledge of Waldorf pedagogy and Steiner principles, with experience as a Steiner teacher Class 1-7.
2. Strong leadership and mentoring skills, with the ability to inspire and support a team of educators.
3. Excellent interpersonal and communication skills, with the ability to work effectively with parents, students, and staff.
4. A deep commitment to the holistic development of children, embracing the unique qualities and needs of each child.
5. Ability to manage and prioritise multiple tasks and responsibilities in a busy school environment, demonstrating flexibility and adaptability to the evolving needs of the school community.

## 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.

### **The candidate must also hold:**

- Bachelor's degree in Education or a relevant field.
- Teaching certification and registration, meeting the requirements of the Queensland College of Teachers.
- Familiarity with the Steiner educational philosophy and a passion for its principles.
- Prior experience teaching in a Steiner or Waldorf school

## Interested in applying?

To enable us to assess your merit, your application should include:

- 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 a wonderful opportunity to work in a creative, collaborative, and supportive environment where you will play a key role in shaping and supporting the development of teachers and students across the primary school.

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