

Primary Teacher Aides - 2018

Thank you for your inquiry regarding the Primary Teacher Aide Positions with the *Samford Valley Steiner School*.

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

1. Information for Applicants
2. Role Description
3. Selection criteria

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,

John Davidson
Education Administrator

INFORMATION FOR APPLICANTS

Thank you for your interest in the advertised positions. 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 **Educational Services (Schools) General Staff Award 2010** - dependant on experience and qualifications.

Hours of Duty

This is a 0.77 FTE position.

Probation

There is a 1 term 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.

Your application should be marked *Confidential* and addressed, Primary Teacher Aide 2018.

It may be posted or hand delivered to:

Samford Valley Steiner School, Narrawa Drive, Wights Mountain QLD 4520

Or emailed to rcaynes@samfordsteiner.qld.edu.au

Closing Date

Applications close at 4.00pm Friday 24th of November 2017.

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 and arrangements will be made for John Davidson, Education Administrator, to contact you.

If he is not immediately available when you call, please leave your business hours and after hours contact numbers and he will return your call at the first opportunity.

SELECTION CRITERIA

Position title: *Primary Teacher Aide*

Desirable Qualifications and Legal Requirements

- Current Blue Card.
- Current First Aid and CPR Certificates from a recognised institution or willingness to obtain them within 10 weeks
- Certificate 3 in Teacher Aide-Educational Support or willingness to obtain one.

Selection Criteria

- A love for children and a willingness to deepen their understanding of Steiner Education.
- A long term commitment to working with children.
- Patience, equanimity, good health, endurance, enthusiasm, flexibility, and the ability to communicate well with teachers, children and parents.
- A willingness to receive instruction and openness to working as a team member.

ROLE DESCRIPTION

POSITION DETAILS	Position Title	Teacher Aide, Samford Valley Steiner School
	Area	Primary School
	Position Reports to	Education Administrator
	Role Location	Brisbane (Samford)
	Key Role Relationships	Director Education Administrators College of Teachers (CoT) Primary School Faculty Class 1 to 7 students

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>The School has recently undergone a restructure and a re-focusing of some key roles, requiring a more conscious focus on Anthroposophy as a core element of the School's functioning. Central to this is the redefined role 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. Secondary (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 Teacher, Teacher Aides support the delivery of a consistent Steiner curriculum within the Class.</p>
ROLE PURPOSE	<p>Guided and directed by the Education Administrator, Learning Support Coordinator and Class Teachers, and working with the philosophy and principles of Steiner Education, the Teacher Aide assists the Teachers to implement the class program and curriculum.</p> <p>The Primary School Teacher Aide provides both general and teaching support to the Class Teacher, including pastoral care for the students in the Class and maintaining conscious awareness of the needs of the students and the role of parents and guardians in their child's education. 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 at the Primary 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>Safety and Compliance Safety is a priority for all SVSS staff. All staff employed in any capacity by SVSS are expected to understand and effectively apply safety policies and practices as relevant to their role.</p> <p>Teaching and Learning Support Working collaboratively with the Class Teachers, provide support in all aspects of the Class program and curriculum, including setting up of the classroom and preparation for lessons, so that the Teacher is able to focus on the provision and delivery of an appropriate and imaginative teaching and learning program.</p> <p>Apply 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 the Teacher 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 Establish and maintain a clean, safe and orderly classroom environment and storeroom area, supporting the students in their assistance to relevant tasks such as undertaking basic daily cleaning duties (floor, bins, general tidying, etc) and assisting in the preparation of Classrooms for Open Days and Festivals.</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 (eg. attendance at parent nights as requested by Teacher), and contributing to other classes according to personal skills and interests.</p> <p>Management, Administration and Community Participation Work collaboratively with colleagues as required, contributing to administrative needs affecting the class and establishing a working knowledge of relevant School policies and procedures, to support smooth and effective day to day operations in the class.</p> <p>Establish and maintain records of observations and samples of student's work, as directed by the Teacher, to assist the Teacher in providing appropriate and comprehensive feedback to parents and guardians and to provide relevant information which will allow the Teacher to improve their teaching program.</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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