



## **Primary Teaching & Learning Coordinator 2022 Application Package**

Thank you for your interest in applying for the Primary Teaching & Learning Coordinator position at *Samford Valley Steiner School*. The position is 0.4 FTE Primary Teaching & Learning Coordinator with up to 0.6FTE teaching. This can either be a combined full time or part time position upon negotiation and has a 6-month probation period.

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 the office on 07 3430 9600.

Please read these documents carefully before seeking further information.

Yours sincerely,

Tracey Taylor  
School Director

## **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 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**

In line with Queensland Teachers State Award and dependent upon experience and qualifications, subject to a new EBA being negotiated.

### **Hours of Duty**

This is a full-time position commencing January 2022.

### **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 as well as relevant Steiner experience
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 at least two referees who can comment on your suitability for the position.

Your application should be emailed to [rcaynes@samfordsteiner.qld.edu.au](mailto:rcaynes@samfordsteiner.qld.edu.au) and marked *Confidential – Primary Teaching & Learning Coordinator 2022*.

### **Closing Date**

Applications close 4.00pm Wednesday 1st December 2021.

### **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.



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 Monday 6<sup>th</sup> December 2021 whether they have been short listed or not.

### **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 the Primary School Director or the School Director to contact you.

If they are not immediately available when you call, please leave your business hours and after hours contact numbers and your call will be returned at the first opportunity.

## SELECTION CRITERIA

**Position title:** *Primary Teaching & Learning Coordinator*

### Required Qualifications

1. Registration with the Queensland College of Teachers (QCT) or evidence of ability to gain this prior to term 1 2022
2. Current First Aid and CPR Certificates from a recognised institution or willingness to obtain them within 10 weeks.

### Selection Criteria

1. Extensive experience with Primary Steiner Education and creative curriculum development and implementation
2. A deep understanding of Anthroposophy and the indications given by Rudolf Steiner for Class Teaching and human development
3. Confidence in speaking about Steiner Education and Anthroposophical concepts to teachers, parents and community members
4. Experience with coaching and/or mentoring in a school context, as well as teacher appraisals and oversight of teaching programs, assessment and reporting
5. Ability to develop warm relationships with students and able to support teachers with student issues as required
6. A willingness to learn and openness to working as a team member
7. An ability to actively participate in and contribute to the cultural and festival life of the school
8. Excellent communication, organisational and interpersonal skills

**ROLE DESCRIPTION – SAMFORD VALLEY STEINER SCHOOL**

<b>POSITION DETAILS</b>	<b>Position Title</b>	<b>Primary Teaching &amp; Learning Coordinator</b>
	<b>Area</b>	Primary School
	<b>Position Reports to</b>	Faculty Director/s
	<b>Role Location</b>	Brisbane (Samford)
	<b>Key Role Relationships</b>	Faculty Director/s School Director Teaching staff All Staff, whole school community (staff, parents, students, interested and active parties)

*"Receive the child with reverence, educate them with love, send them forth in freedom"*

*R. Steiner*

<b>ROLE CONTEXT</b>	<p>The Samford Valley Steiner School (SVSS) has experienced considerable growth since its inception in 1987, most notably over the past six 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, Early Childhood Director, Primary School Director, High School Director, 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. Teachers creatively translate this vision and direction into observable and practical actions in a way which engages and develops students.</p> <p>The Teaching and Learning Coordinator must be willing to learn, engage and work from our Vision and Core Principles at Samford Valley Steiner School. <a href="https://www.samfordsteiner.qld.edu.au/about-us/vision/">https://www.samfordsteiner.qld.edu.au/about-us/vision/</a></p>
<b>ROLE PURPOSE</b>	<p><b>Working with the pedagogical vision developed by the CoT and within the guidelines of the Australian Steiner Curriculum Framework, the Teacher and Learning Coordinator works creatively to oversee a quality educational program for all children, grounded solidly in the philosophy and principles of Steiner Education.</b></p> <p>The Teaching and Learning coordinator works collaboratively with their colleagues across the school, but mainly in the Primary School Classes 1-7, overseeing and enhancing a consistent curriculum which is delivered with creative freedom; approaching subjects through the realm of art, music, imagination and the oral tradition and seeking to find fresh connections with their subject matter. The Teaching and Learning Coordinator works closely with the teachers to mentor and/or coach, assist with teacher development, curriculum development, parent engagement and festival preparations. The Teaching and Learning Coordinator will 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>

	<p><b>Safety and Compliance</b> 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><b>Duty of Care</b> Ensure the good physical and mental health and safety of children at the school through maintaining a thorough understanding of School policies and procedures (including the Social Health and 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>
<b>KEY ACCOUNTABILITIES</b>	<p><b>Teaching and Learning</b> Assist teachers to develop developmentally appropriate and imaginatively presented teaching and learning programs, consistent with the school's curriculum and working collaboratively with specialist teachers and support personnel, in order to encourage and support the holistic development of all students. Be involved in the College of Teacher's annual curriculum review process.</p> <p>In collaboration with the Primary School Director, oversee and implement the school's Teacher Development and Appraisal policy which provides individualised professional development for teachers and mentor support. Document teachers progress, observe classroom practice and keep up to date records. Present professional development workshops and lectures at in-school Professional Development days if required.</p> <p>Assist with the implementation of the Social Health and Wellbeing policy which includes assisting teachers with individualised learning plans for students. Contribute to the Primary School care group which assist students across the grades.</p> <p>Ensure teachers document, assess and report on student progress (academic, social, emotional and physical) so that the teaching and learning program can remain relevant through timely and applicable adjustments and so that appropriate and comprehensive feedback can be provided to parents and guardians in line with the school's reporting policies. Support the Primary School Director to check student reports.</p> <p>Proactively contribute to the nurturing and supportive environment of the whole school through willing participation in regular school responsibilities (e.g. playground duty, relief teaching), actively engaging in school related activities, contributing to other classes according to personal skills and interests, and getting to know children and parents from other classes.</p> <p><b>Management, Administration and Community Participation</b> Actively participate in all administrative requirements of the role, including managing individual budgets and resources, assisting in the effective placement of children in the school and establishing a working knowledge of relevant School policies and procedures, so that day to day operations in the class run smoothly and effectively. Be a fair and equitable member of interview panels as required, to ensure new teaching positions are filled effectively.</p> <p>Utilise a range of regular and effective communication and consultative strategies, to support Teachers, parents and volunteers in their understanding of the philosophy and principles of Steiner education, implications for program implementation and how they can best support children within the school environment and in family life. Assist with parent engagement including parent information sessions.</p> <p>Strengthen the collegiate and supportive nature of the school by working collaboratively with staff on School-wide issues, including contributing to the development, implementation and evaluation of School plans, policies and procedures. Assist teachers with report preparation and the timely and professional report checking.</p> <p>Enhance and strengthen the community life of the school by actively preparing for and participating in Festivals, Open Days, forums and other School events.</p> <p><b>Professional Conduct and Development</b> Proactively seek and participate in continuing professional development activities, including peer and mentor support and coaching, Faculty of Teachers meetings, the festival life 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 working within professional guidelines and responsibilities at all times, with due consideration and awareness of issues of sensitivity and confidentiality, maintaining good rapport with parents and guardians, and with appropriate duty of care toward fellow colleagues.</p>



<b>Approval:</b>	<b>Teacher:</b>	<b>Faculty Director:</b>
	Name: _____	Name: _____
	Signature: _____	Signature: _____
	Date: _____	Date: _____
<b>Received By HR/ Admin:</b>	Signature: _____ Date: _____	