



## Kindergarten Assistant - 2018

Thank you for your inquiry regarding the Kindergarten Assistant Position 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 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

As per **Educational Services (Schools) General Staff Award 2010** - dependant on experience and qualifications.

### Hours of Duty

This is a one year contract with potential for ongoing employment.

This is a 0.80 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, Kindergarten Assistant 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](mailto:rcaynes@samfordsteiner.qld.edu.au)

### Closing Date

Applications close at 4.00pm Friday 24<sup>th</sup> of November.

**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:** *Kindergarten Assistant*

### **Desirable Qualifications and Legal Requirements**

- Cert 3 in Children's Services or be working towards completing this qualification
- Current First Aid and CPR Certificates from a recognised institution or willingness to obtain them within 10 weeks
- Current Blue Card.

### **Selection Criteria**

1. experience in a Steiner Early Childhood setting and/or demonstrated long term commitment to working with young children in a nurturing, family oriented environment
2. A love for young children and a willingness to deepen their understanding of Steiner Early Childhood Education.
3. Patience, equanimity, good health, endurance, enthusiasm, flexibility, and the ability to communicate well with teachers, children and parents.
4. A willingness to receive instruction and an openness to working as a team member.

## ROLE DESCRIPTION – SAMFORD VALLEY STEINER SCHOOL

POSITION DETAILS	Position Title	Kindergarten Teacher Assistant, Samford Steiner School
	Area	Kindergarten
	Position Reports to	Kindergarten Teacher and Education Administrator
	Role Location	Brisbane (Samford)
	Key Role Relationships	Director Education Administrator/s Teaching staff

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. The Preschool Teachers creatively translate this vision and direction into observable and practical actions in a way which engages and develops the young child. Working collaboratively with and under the direction of the Preschool Teacher, Teacher Assistants support the delivery of a consistent Steiner curriculum within the Class.</p>
ROLE PURPOSE	<p><b>Guided and directed by the Preschool Teacher and working with the philosophy and principles of Steiner Education, the Teacher Assistant supports the Teacher to implement the class program and curriculum.</b></p> <p>The Preschool Teacher Assistant provides both general and teaching support to the Preschool Teacher. This includes pastoral care for the children in the Class and maintaining conscious awareness of the needs of the children and the role of parents/ guardians in their child's education. Teacher Assistants 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><b>Duty of Care</b> Ensure the good physical and mental health and safety of children at the Preschool 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, remaining vigilant about supervision, undertaking all actions necessary and holding a conscious awareness of real and potential safety concerns.</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>Teaching and Learning Support</b> Assist the Teacher in all aspects of implementing the Class program, during Term and before/after Term as required, including setting up of the classroom and preparation and participation in classroom activities (eg morning circle, puppet shows, birthday celebrations), so that the Teacher is able to focus on the provision and delivery of an appropriate and imaginative teaching and learning program.</p> <p>Assist the Teacher in all aspects of Craft programs, including making and maintaining classroom play materials and completing children's craft projects, so that the children benefit from a range of hand-crafted natural play materials for both home and school.</p> <p>Consistently apply class and playground rules and 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 Class Teacher in developing and maintaining a high standard of aesthetic presentation and promoting a sensitive social atmosphere within the classroom which supports positive behaviour and the inclusivity of all students.</p> <p><b>General Duties</b> Establish and maintain a clean, safe and orderly classroom, playground and storeroom area, and assisting the children in undertaking basic daily cleaning duties (cleaning of painting boards, dusting, washing equipment, etc).</p> <p>Modelling the home environment, undertake all duties required in preparing the daily meals including ordering and purchasing food for the morning tea and lunch, joyfully preparing the meals with the children (cutting fruit and vegetables, making bread, soup, etc), setting and clearing the tables and assisting children to clean up.</p> <p>Advise the Teacher on resources needs or issues with faulty furniture and equipment, including maintenance register and annual stock take, 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, supportive and rich environment of the Preschool through willing participation in school related activities (e.g. attendance at parent nights, accompanying the teacher on home visits as required) as well as active participation in the preparation, celebration and clean up of seasonal Festivals, Open Days and festiValley.</p> <p><b>Management, Administration and Community Participation</b> Work collaboratively with colleagues as required, contributing to administrative needs affecting the Preschool and the class and establishing a working knowledge of relevant School policies and procedures, to support smooth and effective day to day operations.</p> <p>Actively participate in weekly Faculty meetings with Preschool staff to discuss issues and routines and to share observations and other relevant information which will assist the Teacher to improve their teaching program and day to day activities.</p> <p>In collaboration with the Teachers and the other Assistant, effectively manage the budget for all Preschool and relevant Festival food and needs, so that these needs are adequately met.</p>
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	<p><b>Professional Conduct and Development</b></p> <p>Proactively seek and participate in continuing professional development activities, including peer and mentor support and coaching, regional seminars and all relevant 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, modelling good speech and attitudes to the young child, maintaining good rapport with parents and guardians, and with appropriate duty of care toward fellow colleagues.</p>
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<b>Approval:</b>	<b>Kindergarten Teacher Assistant:</b>	<b>Education Administrator:</b>
	Name: _____	Name: _____
	Signature: _____	Signature: _____
	Date: _____	Date: _____
<b>Received By HR/ Admin:</b>	Signature: _____ Date: _____	