

FRESHWATER CREEK STEINER SCHOOL

POSITION STATEMENT

CLASS ASSISTANT

30 hours a week

GENERAL DESCRIPTION

Summary of Duties

To assist the Class Teacher and Specialist Teachers in creating an inclusive, supportive and creative learning environment for the class and in particular children with learning support needs. To support the Class Teacher with the successful transition of students from Prep into the Primary School. The role requires flexibility to be deployed according to school needs.

REPORTING TO:

Reports directly to the Head of School.

KEY RELATIONSHIPS

Working closely with the Class Teacher and Learning Support Staff.

HOURS OF DUTY

Monday- Friday 8.45am – 3.15pm (*Some duties may need to be performed at times other than during the school day or when students are in attendance, including non-term weeks and on weekends.*)

Desirable attendance at Primary School Faculty Meeting.

KEY RESPONSIBILITIES

To support children in the classroom to enable effective access to the curriculum and progress with their learning and development.

Specific duties may include any/all of the following:

- Becoming informed about the individual needs of specific children.
- Providing support to the Class Teacher and Specialist Teachers
- Assisting children to enter the classroom harmoniously at the start of the day
- Provision of individual support during Main Lesson and Practice lessons
- Attending student support plan meetings if requested.
- Attending specialized training when appropriate.
- Regular discussion as required, with the Class Teacher
- Liason with Learning Support staff
- Creation of teaching materials, seasonal display resources etc. for children
- Record observations of children
- Maintain communication books for specific children
- Maintain confidentiality
- Support children during lunch and recess as needed
- Develop activities in the playground if required
- Seek out support and advice from school support staff and or mentor.
- Help to maintain an orderly and beautiful classroom environment

KNOWLEDGE AND EXPERIENCE - ESSENTIAL

- Knowledge or an understanding of the Rudolf Steiner Curriculum
- Screening Check – working with Children
- Experience with working with children in a Steiner class setting
- Experience and interest in working with children with additional needs

PERSONAL SKILLS / ATTRIBUTES

- Genuine interest and warmth for assisting children in a Steiner classroom setting
- Excellent interpersonal skills with children
- Ability to follow the teacher's methodology
- Good observer and listener
- The ability to take a backseat role
- Finding ways of meeting an individual's needs that work.
- Positive attitude and outlook

SALARY

- School Assistant – ES1 or ES2 depending upon experience

ROLE AND PERFORMANCE REVIEW

- Performance review is conducted within the first 12 months
- Self- appraisal and feedback by Class Teacher on regular basis
- The needs of the role in the classroom are reviewed termly

Applications for the position are to include a cover letter addressing the essential criteria, a CV and the names of 3 referees, to the Head of School: headofschool@fwcss.com.au marked Confidential; close of application by Monday 27 November @ 9am.