



WILLUNGA WALDORF SCHOOL

POSITION STATEMENT
ASSISTANT
22 HOURS A WEEK

GENERAL DESCRIPTION

Summary of Duties

A mixed role including classroom support, extra lesson program support and library assistance.

The assistant must be flexible and willing to be deployed according to school needs.

- Assist the Class Teachers and Specialist Teachers in creating inclusive, supportive and creative learning environments for students, in particular, children with learning support needs.
- Collaborate with the Extra Lesson practitioner, learning and administering exercises with individuals or small groups in negotiated time slots throughout the week.
- Relieve and support library staff with the management of circulation desk and library duties.

REPORTING TO:

Reports directly to the Head of School

KEY RELATIONSHIPS

Working closely with the Class Teacher, Learning Support Staff, Library Staff and Primary School Co-Ordinator

HOURS OF DUTY

8.55am to 12.40pm four days per week.

8.40 to 3.40 Fridays

KEY RESPONSIBILITIES

To support children in the school environment 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 class support
- Assisting children to enter the classroom harmoniously at the start of the day
- Provision of individual support during Main Lesson and Practice lessons
- Learning and administering extra lesson exercises with students
- 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
- Recording observations of children
- Maintain confidentiality
- Support children during lunch and recess as needed
- Develop activities in the playground if required
- Seek out support and advice from colleagues.
- Help to maintain orderly and beautiful learning environments
- Library borrowing, returns, re-shelving, cataloguing, book covering.

KEY CRITERIA

KNOWLEDGE AND EXPERIENCE

- Knowledge and understanding of the Rudolf Steiner curriculum and methodology
- DSCI Screening Check – Working with Children
- Experience with children essential
- Experience with Bookmark library automation system

PERSONAL SKILLS / ATTRIBUTES

- Genuine interest and warmth for assisting children
- Excellent interpersonal skills with adults and children
- Capacity to collaborate effectively with colleagues
- Flexibility to respond to changing school needs
- Finding ways of meeting individual student needs that work.
- Positive attitude and outlook

SALARY

- School Assistant Grade 2 of the Willunga Waldorf School Inc. Enterprise Agreement 2017
- Salary Spread over 52 weeks per year.

ROLE AND PERFORMANCE REVIEW

- Performance Review is conducted annually
- The needs of the role in the school are reviewed termly