



WILLUNGA WALDORF SCHOOL

CLASS TEACHER POSITION DESCRIPTION

EMPLOYMENT TYPE: Teacher – Full Time

REPORTS TO: Head of School

POSITION SUMMARY:

The Class Teacher will be the primary guardian and educator for a class of approximately 26-28 children. The Class Teacher will create an inclusive, dynamic and creative environment for all children in the class, including children with additional educational needs.

KEY RESPONSIBILITIES OF THE CLASS TEACHER

Academic

- Prepare and present Main Lessons and other lessons, including form drawing, language and mathematics practice lessons, movement and games, painting/ drawing/ modelling, recorder and singing, and environmental studies. This necessitates a familiarity with the Waldorf/ Steiner curriculum, including the ASCF
- Carry daily, weekly and seasonal rhythms
- Liaise with Learning Support staff in relation to meeting individual students' needs
- Work collaboratively with class assistants (SSO's) to maximise learning support for students
- Liaise with specialist teachers concerning their programmes and students' progress.
- Assess and record students' progress, both academic and social.
- Write reports on every child twice a year, and at other times as required
- Take responsibility for the class when specialists are absent and/or in emergency.
- Keep required records including programme plans and reviews, assessments and reports.

Pastoral

- Communicate openly with parents/ guardians to establish and maintain a shared responsibility for children's education and wellbeing
- Support the development of effective relationships:-
 - student to student
 - student to teacher/s
 - teacher to parents
- Undertake home visits: in class 1, every family is visited during term 1.
- Organise and run class camps (in conjunction with other staff and parents).
- Prepare for and participate in Festivals.
- Organise a parent/teacher class meeting each term.
- Eat lunch with the class.



Pastoral Cont...

- Care for the physical environment, both inside the classroom and out.
- Care for the aesthetic environment- blackboard work, artistic presentation of lessons, and display of children's work.
- Support and help colleagues with physical, academic and emotional resources.
- Participate in Student Support Plan meetings as required

Administration

- Attend and participate in weekly Primary Faculty and College of Teachers meetings
- Undertake recess and lunch time duties as required.
- Conduct interviews with parents of new students as part of the enrolment process
- Supervise and support the Classroom Assistant with lesson plans and guidance in preparing appropriate materials for use in the class
- Read and respond as necessary to the weekly Staff News
- Write a fortnightly contribution to the school newsletter
- Contribute to the development of school policies and curriculum frameworks

Professional Development

- Participate in the school's mentoring, self appraisal and review processes
- Attend the full week conference before school resumes in January and other school based courses and events as required
- Attend other conferences/ workshops as agreed with mentors/ Head of School

Accountability

- Teachers will comply with the policies, educational/philosophical expectations and guidelines of the school, available in the Teachers' Policy and Procedures Handbook
- Teachers are directly accountable to the Head of School

KNOWLEDGE

- Sound knowledge of the Waldorf Steiner Education and Rudolf Steiner's theories of child development
- Familiarity with a wide repertoire of games, songs and verses appropriate to the primary years

QUALIFICATIONS:

- Registration with the Teachers Registration Board of SA
- Provide First Aid certification