



WILLUNGA WALDORF SCHOOL

POSITION DESCRIPTION

Position:	Craft Assistant
Employment Type:	Part Time
Reporting to:	Head of School
Key Relationships:	Teaching Staff and Students
Hours:	Part time, 12.5 hours per week 10 x 40min Classes per week + Prep Time
Classification:	Salary to be negotiated with successful applicant in line with qualifications

GENERAL:

Willunga Waldorf School is a vital school community that works with the spiritual philosophy articulated by Rudolf Steiner. The school works in partnership with families to support children's harmonious development. The school recognises the individual journey of each student and supports the development of their strengths, encouraging them to work through challenges and achieve the inner confidence to act in the world in accordance with their higher purpose.

The Craft Assistant carries the responsibility for implementing the crafts program in the Primary School – Classes 1 to 5. While the class teacher is present throughout the lesson, the class assistant facilitates age appropriate craft projects relevant to the curriculum.

KEY RESPONSIBILITIES

1. A theoretical knowledge of the Crafts Curriculum in a Waldorf School.
 - Identifying and planning craft projects to be undertaken in relation to the development of the class / children / child
 - Identifying the individual needs of students regarding the project and the support required, including modification to the project to enable success and completion.
2. Practical craft skills that cover the range of relevant crafts
 - The preparation of each project prior to commencement of lessons (20 mins per class preparation time)
 - Identify the extra adult "hands" needed for the crafts project/lessons in order to enable effective teaching and learning sessions (given that our curriculum can require a high teacher: student ratio)
 - Coordinate/carry out the corrections of the student's projects when deemed necessary.
3. The demonstration of skills and providing clear age appropriate instructions to the students during the lesson
4. To oversee the storage and safekeeping of the craft materials on the school premises
5. Ordering and organisation of materials
6. Reporting twice yearly on student progress in collaboration with the class teacher.

SKILLS AND KNOWLEDGE:

- Understanding of Steiner Craft Curriculum
- Working within a timetable which changes to meet the needs of the school and individual children
- Work with individuals and small groups of children
- Maintain confidentiality
- Genuine interest and warmth for assisting children in a Waldorf classroom setting
- Excellent interpersonal skills with children
- Experience with children essential
- Flexibility to work with different children and in a range of classes
- Time management skills, ability to transition from one class to another as timetabled
- Finding ways of meeting an individual's needs that work.
- Positive attitude and outlook

QUALIFICATIONS:

- Formal Teaching / Art and Craft qualifications or equivalent desirable
- Working with Children's Check and RAN Training

ROLE AND PERFORMANCE REVIEW

- Performance review is conducted annually