

POSITION STATEMENT

Position:	Classroom Assistant
Appointment Type:	Part Time
Reporting to:	Head of School
Key Relationships:	Head of School, Class and specialist teachers, Learning Support Coordinator PS Faculty Coordinator
Hours:	Monday- Friday 8.55am – 11.00am (Term weeks + 2 conference weeks only) Desirable attendance at Primary School faculty (optional) Negotiated in line with student needs and timetabled
Classification:	Grade 2 -Willunga Waldorf School Enterprise Agreement 2020
Review	Annual
Tenure	Part Time (40 weeks per year) - Fixed Term

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 Kindergarten into the Primary School. The role must be flexible and willing to be deployed according to school needs.

KEY RESPONSIBILITIES

To support children in the classroom to enable effective access to the curriculum and progress with their learning and development. It is expected that the position will liaise with

Specific duties may include any/all of the following:

- Becoming informed about the individual needs of specific children.
- Providing class support in Early Childhood
- 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
- Liaison 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

- Knowledge or an Understanding of the Rudolf Steiner Curriculum
- Valid Working with Children's Check and RAN Training
- Experience with children essential
- Experience and Interest in working with children with Additional Needs (desirable)

PERSONAL SKILLS / ATTRIBUTES

- Genuine interest and warmth for assisting children in a Waldorf 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

ROLE AND PERFORMANCE REVIEW

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