

POSITION STATEMENT

Position:	High School Specialist – Tech Studies
Employment type:	Fixed-term replacement contract
Reporting to:	High School Faculty Leader
Key Relationships:	High School Faculty Leader, HS Faculty, Class Guardians, Learning Support and Wellbeing Staff, Administration Staff
Hours of Work:	Min. 0.6 FTE (over 3 ½ - 4 days)
Remuneration & Classification:	According to Schedules 1 and 2 of the 2025 Willunga Waldorf School Enterprise Agreement

POSITION SUMMARY

The **High School Specialist – Tech Studies** will be responsible for implementing the specialist Tech curriculum across the classes they teach in the High School, in consultation with and as ratified by the Head of School.

This requires a good knowledge of the curriculum indications not only for their subject area but also for the broad subject areas within the year levels taught. An overview of the Waldorf/Steiner curriculum is required (and will be provided if necessary), so one can see the complete picture and how one's own subject is integrated into the whole.

Additional lessons teaching English and/or History subjects may be available to the right candidate.

KEY RESPONSIBILITIES AND CORE DUTIES

ACADEMIC

- Preparation and presentation of all subject lessons for the year levels concerned.
- Oversee timetable implications for their subjects and negotiate changes where necessary.
- Create an inclusive, supportive, and creative environment for all students in their class, including children with extra educational needs. In certain situations, it will be necessary to work with an assistant in the classroom and liaise with outside professionals.
- Instruct students in the correct/safe handling of tools and machinery.
- Marking of main lesson books, tech work, and other work promptly and in reference to the assessment guidelines.
- Assessment of students' progress, individually and as a class.
- Write reports for June and the end of the year and be available for parent interviews relating to the reports twice a year.
- Prepare and present work for class parent groups, assemblies, or festivals, in consultation with other teachers, as required.
- Prepare and present specialist rooms, and work for and on Open Day, as required.
- Be available for relief teaching during non-contact time as outlined in the current Enterprise Agreement.
- Keep adequate records, including programs of work, assessments and reports.

PASTORAL

- Help the healthy development of harmonious social relationships:
 - student to student

- student to teacher/s
- teacher to parents
- Organise and supervise relevant excursions or camps.
- Support the organisation and attendance of class camps and excursions whenever practicable.
- Maintain an overall responsibility for the teaching spaces.
- Participate in the teacher evaluation process.
- If/when necessary, inform yourself of the individual needs of children with special needs by:
 - Attending relevant SSP meetings
 - Attending appropriate training
 - Arranging and attending regular parent interviews with support from the Learning Support Teacher
 - Liaise with other professionals

ADMINISTRATION

- Keep accurate records of student attendance and submit them via SEQTA in a timely manner.
- Attend school for the appropriate time equivalent according to the Contract of Employment.
- Attend and participate in weekly High School Faculty meetings.
- Participate in class study or child study meetings where requested.
- Undertake recess and lunch duties as required.
- Undertake extra-curricular activities as required.
- Read and respond as necessary to the weekly Staff Memo.
- Be familiar with and uphold School policies and procedures.
- Adhere to the minimum expectations in the uptake and use of the SEQTA Suite.
- Supervise and develop a collaborative relationship with classroom assistants where relevant.
- Respond to requests by Administration staff for mandatory documentation in a timely and complete manner.
- Adhere to all WHS policies and procedures, including Incident/Injury and Near Misses Reporting.

PROFESSIONAL DEVELOPMENT

It is expected that all teachers have an ongoing Professional Learning Plan of their own, which addresses the needs of the Australian Professional Standards for Teachers.

ACCOUNTABILITY

- Comply with all lawful policies and procedures, educational/philosophical expectations and guidelines of the School, available via the School's IT network.
- Comply with the lawful requirements of all relevant external regulatory authorities (e.g., the SA Teachers Registration Board, the Educational Standards Board, the Child Protection legislation and guidelines).
- High School Specialist Teachers report directly to the High School Faculty Leader.

ESSENTIAL SKILLS AND EXPERIENCE

- Knowledge of the Australian Steiner Curriculum Framework (desirable) and the Australian Professional Teacher Standards (essential)
- Demonstrated commitment to the pursuit of excellence in teaching young people
- Outstanding rapport with adolescents

- Experience teaching woodwork and machine tech in a high school setting, including safety inductions, standard operating procedures of woodworking tools and machine equipment, and safe management of risk/risk assessment and mitigation
- Demonstrated experience operating and servicing relevant machinery, tools and equipment
- Excellent communication and interpersonal skills with parents/guardians
- Collegiality and ability to work flexibly within a team
- Demonstrated ability to develop, document and differentiate curriculum, catering for different learning needs and creating inclusive learning environments
- Excellent classroom management skills
- Enthusiasm for teaching in a progressive Waldorf school
- A capacity to reflect on, evaluate and improve professional knowledge and practice
- Demonstrated commitment and capacity to contribute to a broad range of school activities
- Awareness of contemporary educational issues
- Demonstrated ability to adhere to the confidentiality requirements of a school
- Sound computer literacy and knowledge of MS Office Suite, and willingness to engage with school specific software programs

DESIRABLE SKILLS AND EXPERIENCE

- Artistic and/or musical skills
- Knowledge and understanding of human development – particularly in the adolescent years – and the underlying philosophy of Rudolf Steiner as it relates to the Waldorf curriculum
- Qualifications and commitment to personal and professional development in Steiner Education & Anthroposophy
- Blacksmithing skills

PERSONAL SKILLS / ATTRIBUTES

- Genuine interest and warmth for facilitating each student's individual learning journey in a Waldorf classroom setting
- Excellent interpersonal skills with young people
- Positive attitude and outlook
- Finding ways of meeting an individual's needs that work
- Ability to set boundaries with empathy and respect for students, colleagues and the parent community

ESSENTIAL QUALIFICATIONS/CERTIFICATES

- Minimum Bachelor of Education specialising in Technical Studies (including Woodwork and Metalwork), or comparable degree, diploma and /or certificates
- Current registration with the Teachers Registration Board of SA
- Current SA Working with Children Check
- Current RRHAN-EC training certificate
- Current Provide First Aid in an Education and Care Setting certificate

OTHER

- Follow School Policies and Procedures
- Uphold the School's vision, mission and ethos