

POSITION STATEMENT

Position:	Soft Craft Instructor
Reporting to:	Primary School Faculty Leader
Key Relationships:	Class Teachers, Primary School Students and Faculty
Appointment Type:	Permanent part-time
Hours of Work:	21 hours over 4 days per week x 40 weeks per annum
Classification & Remuneration:	Grade 3 – Willunga Waldorf School Enterprise Agreement

SUMMARY

The **Soft Craft Instructor** plays a vital role in supporting the school's educational philosophy and creative vision, contributing to the development of students' artistic, practical, and imaginative skills. While the Class Teacher is present throughout the lesson, the Soft Craft Instructor facilitates developmentally appropriate craft projects relevant to the Steiner curriculum.

KEY RESPONSIBILITIES

- Facilitate soft craft lessons in classes 1 to 5 that align with the Steiner curriculum, providing clear, developmentally appropriate instructions to students with the support of the class teacher.
- Prepare each craft project and associated materials/resources prior to commencement of lessons.
- Support students during craft lessons, offering guidance and encouragement to help students complete their projects, including offering project modifications as required.
- Help create a safe, inclusive, well-organised and inspiring environment for students to engage in craft work.
- Foster an atmosphere of patience, creativity and concentration during craft activities, allowing students to experience the joy of creating.
- Carry out corrections of student projects as required.
- Maintain and care for any crafting tools, equipment and craft supplies.
- Order necessary materials.
- Provide feedback to class teachers on student progress to support the twice-yearly report-writing process.

SKILLS AND KNOWLEDGE

- Demonstrated soft craft skills, including knitting and crocheting (essential) as well as sewing, felting, embroidery etc.
- Good understanding of the Steiner craft curriculum
- Experience working with children (essential)
- Ability to work with individuals as well as small groups of children
- Ability to work within a timetable that changes to meet the needs of the school and individual children
- Flexibility to work with different children and in a range of classes
- Excellent time management skills and the ability to transition from one class to another as timetabled
- Experience working with neurodiverse children and students with additional needs



PERSONAL SKILLS / ATTRIBUTES

- Genuine interest in and warmth for assisting students in a Waldorf classroom setting
- Excellent interpersonal skills with children
- Able to find ways of meeting an individual's needs that work
- Generally positive attitude and outlook
- Ability to collaborate and follow the teacher's methodology
- Good observer and listener
- Ability to maintain confidentiality
- Ability to set boundaries with empathy and respect for students, colleagues and the parent community

ESSENTIAL CERTIFICATES

- 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