



WILLUNGA WALDORF SCHOOL



Willunga Waldorf School

Deputy Head – School Operations

Willunga Waldorf School is entering an exciting phase of planned growth, with dual streaming commencing in 2024. To support this expansion and ensure the School continues to operate with clarity and calm, strong, relational leadership, **a new senior role, Deputy Head - School Operations, has been created.**

This position strengthens the School's leadership structure by providing dedicated oversight of daily operations, risk and compliance, and whole-school programs. Working closely with the **Head of School** and **Business Manager**, the Deputy Head plays a central role in ensuring that teaching and learning are supported by robust systems, clear communication and safe, well-coordinated practices.

This is a unique opportunity for a thoughtful, collaborative educational leader who is committed to Steiner education and inspired by the chance to contribute to a growing, community- centred school. The successful candidate will bring steadiness, warmth and strong organisational capability to a role that supports the School's next chapter.



About Willunga Waldorf School

Willunga Waldorf School, established in 1989, is an independent, co-educational Early Learning to Year 12 school grounded in the internationally recognised Steiner philosophy. Situated in the heart of the McLaren Vale wine region, on the edge of the rural township of Willunga, the school is 45 kilometres south of Adelaide. The School offers a dynamic, creative and contemporary educational pathway inspired by Steiner philosophy, educating the head, heart and hands.



With a current enrolment of over 430 students from Preschool to Year 12, Willunga Waldorf School provides a rich, holistic curriculum that integrates academic pursuit with artistic, practical and outdoor learning experiences. As the School continues its planned growth, it remains committed to ensuring high-quality teaching, strong relationships and a cohesive, community-centred culture. Specialist programs in music, languages, movement, craft, woodworking, gardening and the sciences complement a comprehensive academic offering, ensuring students engage deeply with learning through imagination, inquiry and hands-on experience.



The School is known for its strong, balanced and dynamic approach to education, fostering independent thinking, personal initiative and a profound respect for the natural world. Teachers build long-term relationships with students and families, particularly in the primary years, where class teachers remain with their cohort for multiple years to support continuity, wellbeing and growth.

A commitment to nurturing the whole child underpins all aspects of school life. Pastoral care is embedded through rhythm, connection and a deep understanding of child development, while co-curricular opportunities — including festivals, camps, artistic performances and community events such as the renowned Autumn Fair — enrich the student experience and strengthen community bonds.

Willunga Waldorf is committed to developing free, responsible and compassionate individuals who can contribute meaningfully to the world.

About Our Vision and Values

Vision

To cultivate a creative, compassionate and thriving learning community where young people grow into free, responsible individuals who contribute meaningfully to the world.

Mission

To provide a Steiner education that honours each child's inherent value and developmental needs. Our curriculum integrates academic, artistic, practical and outdoor learning, fostering curiosity, imagination and a deep connection to the natural world.

Purpose

To nurture a vibrant, community-centred school grounded in the values of goodness, beauty and truth. We aim to offer a future-focused education that strengthens relationships, encourages collaboration and cultivates a spirit of service, preparing young people to step into the world with confidence, creativity and purpose.

Values

Willunga Waldorf School is guided by:

- **Goodness, Beauty and Truth**
- **Education of the whole child — head, heart and hands**

Aims

We aim for our graduates to be thoughtful, resilient and socially conscious young adults who demonstrate integrity, initiative and ethical responsibility. We support students to develop clarity of thought, warmth of heart and strength of will, enabling them to engage with their communities with compassion, courage and purpose, and to make a positive contribution to the world.



Deputy Head – School Operations

Role Overview

Willunga Waldorf School has a strong and growing reputation for nurturing young people who are thoughtful, capable and socially responsible. Grounded in Rudolf Steiner philosophy, anthroposophy, the School understands education as a holistic process that cultivates intellectual clarity, emotional depth and purposeful action. Students are recognised as individuals with unique potential, learning within a community-centred environment that values relationships, creativity and meaningful engagement with the world.

As the School enters this period of planned growth, a need has emerged for strengthened leadership across operations, compliance and whole-school programs. In response, the **Deputy Head – School Operations** has been established as a new senior role, created to support this growth while upholding the warmth, rhythm and educational integrity that characterise a Waldorf environment.

Reporting to the **Head of School** and **Business Manager**, the Deputy Head oversees daily operations and the School's risk and compliance frameworks, ensuring that teaching and learning are supported by clear systems, effective communication and safe, well-coordinated practices. Working closely with both leaders, the Deputy Head provides operational oversight across staff, students and facilities, contributing to a calm and purposeful school environment. The role also supports the delivery of school events and programs, strengthens risk management processes, and develops policies and procedures that enhance consistency and continuous improvement.

The successful candidate will be a collaborative educational leader with a recognised teaching qualification and classroom experience, bringing a grounded understanding of school life and the needs of students and staff. They will demonstrate capability in leading operational and strategic initiatives, supported by strong communication and interpersonal skills. Equally important is the ability to build authentic, respectful relationships and to lead diverse teams with steadiness, clarity and warmth in support of high-quality educational outcomes.

Key Responsibilities

Deputy Head – School Operations

(Reporting to the Head of School and Business Manager)

Risk, Compliance and Human Resources

Supporting both the Head of School and Business Manager, the Deputy Head will:

- Ensure the School meets all relevant legislative, regulatory and accreditation requirements, and that policies are current, understood and enacted.
- Maintain and strengthen risk management frameworks, including child safety, duty of care, WHS, emergency procedures and cyber-safety.
- Oversee the HR function, including providing industrial relations advice to the Head of School and Business Manager.
- Work with the Business Manager to ensure online platforms, databases and IT systems are secure, reliable and fit for purpose.
- Provide clear, timely reporting on compliance and risk matters.

School Operations

The Deputy Head will:

- Oversee daily operations, ensuring timetables, weekly run sheets and staffing coverage support a calm, purposeful school rhythm.
- Oversee the deployment and scheduling of TRTs, ensuring continuity of learning and appropriate supervision.
- Coordinate yard duty rosters and ensure safe, consistent supervision across the School.
- Support the development of operational systems that are well planned, clearly communicated and aligned with the School's values and growth.

Executive Support and Leadership Coordination

The Deputy Head will:

- Actively participate in weekly meetings with the Head of School and Business Manager.
- Set fortnightly Faculty Leader Meeting agendas in consultation with the Head of School and Business Manager, ensuring alignment with strategic priorities.
- Support the Head of School in chairing Faculty Leader Meetings, ensuring actions, responsibilities and follow-up are clear.
- Facilitate daily staff communication to ensure clarity and shared understanding.
- Contribute to whole-school leadership by being a visible, steady presence across operations, festivals, events and community activities, particularly during this period of growth.

Student Events and Activities

The Deputy Head will:

- Lead the planning and coordination of student events, festivals and activities, ensuring they reflect the School's Steiner ethos, seasonal rhythms and community values.
- Support staff in delivering events that are safe, well-organised and meaningful for students and families.
- Guide teams involved in co-curricular and extra-curricular programs, ensuring offerings remain purposeful, inclusive, equitably allocated and aligned with the School's educational aims.

Community and Professional Engagement

The Deputy Head will:

- Foster warm, respectful relationships across the School community, modelling clear communication and a collaborative approach.
- Engage with external organisations, networks and professional associations that strengthen the School's reputation and development.
- Contribute to the wider educational community through participation, sharing of practice and professional learning.



Specialist Staff Supervision

The Deputy Head will:

- Provide leadership and program evaluation for the **instrumental programs**, ensuring programs meet artistic and developmental aims and align with the Australian Steiner Curriculum Framework and Department for Education SA requirements.
- Support and supervise **Library staff** to ensure programs promote literacy, inquiry and information skills and meet relevant curriculum and quality requirements.
- Oversee the **International Student Program**, ensuring compliance, strong pastoral support and meaningful integration.

Program and Activity Coordination

The Deputy Head will:

- Lead and support teachers with the planning, risk assessment and delivery of the **Camp Program**, ensuring experiences are safe, purposeful and aligned with Steiner outdoor education principles.
- Oversee and support the Coordinator of the **After School Kids Club**, ensuring staffing, compliance and daily operations meet the needs of students and families.

Technology, IT and AV Coordination

The Deputy Head will:

- Maintain strong communication with the external IT provider to ensure systems are reliable, secure and responsive.
- Oversee the internal provision of **IT and AV services**, ensuring staff have timely support, functional equipment and clear processes for accessing assistance.
- Support the development of technology systems that enhance communication, administration and learning, while remaining aligned with the School's values and pedagogical approach.



Our School Structure

Early Childhood (Ages 3–6)

Willunga Waldorf School's Early Childhood program provides a warm, respectful and caring environment for children aged 3 to 6. It commences with a Playgroup program grounded in Steiner early childhood principles. The program emphasises rhythm, imaginative play, outdoor exploration, sensory experience and the development of social and emotional capacities. Kindergarten and Reception classes offer a home-like environment where children experience a strong daily rhythm, seasonal festivals and purposeful activity. Storytelling, movement, craft and outdoor play support language development, motor skills and social confidence. This time prepares children for the transition into formal learning in Class 1, with an emphasis on readiness, resilience and a secure sense of belonging.

Primary School (Class 1–5)

The Primary School years introduce a rich, integrated curriculum delivered through story, art, music, nature, science and practical activity. Learning is infused with imagination and meaning, fostering a love of learning and building a strong academic foundation. A Class Teacher typically journeys with the cohort from Class 1 to 5, supporting continuity, deep relationships and a holistic understanding of each child's developmental needs.

Specialist lessons - including music, languages, handcraft, woodwork, gardening and movement - are provided from Class 1 to 12, ensuring breadth and balance across the curriculum. Programs align with the Australian Steiner Curriculum Framework and Department for Education SA requirements.

Middle School (Class 6–7)

Students enter Middle School in the year they turn 12 and remain with the same Class Teacher for both Class 6 and 7. This stage introduces an integrated curriculum across mathematics, science, humanities, languages, arts and sport, designed to foster independent thinking, personal initiative and growing social awareness.

Middle School provides a bridge between the class-teacher model of Primary and the specialist-teacher model of High School, supporting students through a key developmental transition with strong pastoral care and a balance of academic, artistic and practical learning.

High School (Class 8–12)

High School students engage with a dynamic, broad-based and academically rigorous interdisciplinary curriculum delivered by subject specialists. Adolescents are encouraged to question, weigh ideas and form independent judgements as they encounter a wide range of perspectives and subjects.

The curriculum supports both Steiner educational principles and SACE and ATAR pathways, with opportunities for project-based learning, outdoor education, community engagement and leadership development. Educators are experts in their fields and guide students toward mature thinking, responsibility and purposeful engagement with the world.

A Connected, Community-Centred Structure

Across all stages, Willunga Waldorf School maintains a cohesive structure that supports continuity, strong relationships and a whole-school approach to learning and wellbeing. Faculty Leaders, specialist teachers and administrative staff work collaboratively with the Head of School and Business Manager to ensure programs, operations and pastoral care are aligned and responsive to student needs.

The School is also in a period of planned growth, strengthening its capacity to offer rich educational experiences while maintaining the relational, community-centred qualities that define a Waldorf education.



Our School Environment

Willunga Waldorf School offers a strong, balanced and dynamic educational environment grounded in the values of **Goodness, Beauty and Truth**. Set on spacious grounds in Willunga, the School provides a natural, calm and aesthetically rich setting that supports the wellbeing, imagination and healthy development of children and young people from **Early Childhood to Year 12**. The environment is intentionally designed to nurture the whole child - head, heart and hands - and to foster a sense of belonging, purpose and connection to community.

The School's learning spaces reflect Steiner educational principles: warm, inviting classrooms; natural materials; and outdoor areas that encourage exploration, creativity and practical engagement with the world. Specialist facilities support a broad curriculum that includes music, languages, handcraft, woodwork, gardening, movement and the arts, ensuring students experience a rich balance of academic, artistic and practical learning.

Willunga Waldorf School is deeply connected to its place. The School acknowledges and honours its location in **Kaurna Country**, recognising the continuing spiritual and cultural relationship that Kaurna Peoples hold with the land. This respect for place and community is woven into school life through seasonal festivals, outdoor education, and a curriculum that encourages reverence for nature and an understanding of ecological responsibility.

The School environment is further strengthened by its **community-centred culture**, where relationships between staff, students and families are valued as central to learning. As the School continues its planned growth, the physical and organisational environment is evolving to support increased enrolments while maintaining the warmth, rhythm and relational qualities that define a Waldorf education.

Across all stages, the School environment is characterised by calm, purposeful activity; a strong sense of community; and a commitment to supporting each student's growth into a capable, responsible and compassionate individual.



Appointment Process

The appointment process will be managed by the Head of School, Jodie Thomas.

If you have any further questions please contact:

Ms Jodie Thomas
Head of School
T: 08 8556 2655
E: jodie.thomas@wws.sa.edu.au

Terms of Appointment

Willunga Waldorf School will negotiate an appropriate employment package with the successful candidate. Conditions of employment and rates of pay are aligned with the Government of South Australia, Department of Education, Deputy Principal Scale and the Willunga Waldorf School employment terms and conditions.

How to Apply

Applications for the role should include the following:

Candidate's Statement of Educational Philosophy: A brief statement (no more than 1 page) outlining what the candidate believes they will bring to this position and how their educational philosophy complements the focus of this unique school.

Response to Selection Criteria: Applicants are asked to provide a succinct response (two-three pages) outlining their experience and demonstrated competence in the following areas:

- **Teaching Qualification and Experience:** Evidence of a recognised teaching qualification and experience as a classroom teacher, supporting a deep understanding of school operations, pedagogy and student needs.
- **Managing School Operations:** Evidence of coordinating daily school operations, timetabling, staffing coverage, supervision schedules and the smooth running of whole-school systems within a values-based educational environment.
- **Event and Activities Management:** Experience planning, coordinating and evaluating school events, festivals, camps and student activities, ensuring they are safe, well-organised and aligned with the School's educational and community values.
- **IT and AV Oversight:** Capability in overseeing IT and AV service provision, including collaboration with external IT providers, ensuring systems are reliable, secure and supportive of teaching, learning and administrative needs.

- **Team Leadership and Program Supervision:** Experience supervising staff and overseeing programs such as Music, Library, International Students, After School Care and other schooling programs, with a focus on educational quality, compliance and collaborative practice.
- **Community Engagement:** Ability to build warm, respectful relationships with students, staff, families and external partners, contributing to a strong, community-centred school culture.
- **Providing Executive Support:** Experience supporting senior leadership through clear communication, agenda setting, meeting coordination, documentation of actions and follow-up, and contributing to strategic and operational decision-making.

Curriculum Vitae – including:

- Full name, home address, confidential email address, mobile and phone contact details
- Nationality and citizenship
- Teaching positions held, dates, scope of responsibilities and key achievements
- Details of education and teaching qualifications
- Any other relevant information, such as involvement in professional and community activities.

Referees

Full contact details of at least two referees whom the School may contact. Referees will be contacted only after prior consultation with the candidate.

Date of commencement

An indication of the earliest date on which the candidate would be available to commence.

Applications should be sent by email to:

Head of School, Ms Jodie Thomas – hr@wws.sa.edu.au

