



Position Description

EDUCATION ASSISTANT

Location: 695 Roland Road Parkerville WA 6081

Date: May 2020

ABOUT SILVER TREE STEINER SCHOOL

Nestled in a beautiful bush environment of over 25 acres in the Perth Hills, Silver Tree Steiner School provides a Steiner education from Early Childhood to Year 6, following the Australian Steiner Curriculum. Based on a deep understanding and respect for Rudolf Steiner's philosophy of pedagogy, children are immersed in a creative, enriching and wonder filled learning environment.

PRIME FUNCTION / KEY RESPONSIBILITIES

The Education Assistant assists the Teachers to deliver lessons to Kindergarten or Classes 1 to 6 in accordance with Steiner Education and teaching principles, focusing on the interests and needs of the students.

STATEMENT OF DUTIES

- To assist the Teacher in the delivery of programs in line with the Steiner Curriculum to students from Kindergarten and Classes 1 to 6 where required;
- Shall at all times support and uphold behaviour management strategies under the direction of the Teacher;
- Shall assist the Teacher to meet the needs of all students;
- Shall work closely with, and follow the direction of, the Teacher and the Learning Support Team in order that the best methods are used for children with a Learning Difference/s;
- Shall take part in the appraisal of his/her own work performance;
- Will be required to attend meetings as required;
- Assist with playground duty as required;
- Organise materials for class use and liaise with those responsible for purchase, under the direction of the Teacher;
- Mark and evaluate students work under the direction of the Teacher;
- Share responsibility for supervision of all students during non-class hours within the school day;
- This position is required to operate within School policies, including Staff Code of Conduct, Equal Opportunities and Health and Safety;



Position Description

- Safeguarding: working with children, young people and their families taking all reasonable measures to ensure that the risks of harm to children's welfare are minimised and understand the safeguarding policy and procedures;
- Follow Child Protection Policies and Procedures at all times.

AUTHORITY AND SUPERVISORY REQUIREMENTS

REPORTING RELATIONSHIPS



This position is not responsible for supervising staff.

SELECTION CRITERIA

QUALIFICATIONS

Formal Education Assistant Qualifications from a tertiary institution if required for that particular classroom;

ESSENTIAL CRITERIA

1. An understanding of the principals of Rudolf Steiner Education;
2. Experience as an Education Assistant with primary school aged children;
3. Commitment to further personal development through Anthroposophical study and artistic activity;
4. An ability to assist the Teacher to implement the Australian Steiner Curriculum Framework;
5. Interpersonal and communication skills of a high standard and work collaboratively with colleagues;
6. A commitment to supporting and promoting the Silver Tree Steiner School's ethos, policies and procedures;

DESIRABLE CRITERIA

1. Previous experience working in a Steiner School;
2. Current First Aid and CPR Certificate.

APPOINTMENT FACTORS / PREREQUISITES:

- Certification of Tertiary Qualifications;
- Copy of Current Western Australian Drivers Licence;
- National Police Certificate (successful applicant only);
- Current Working with Children Check; and,
- Proof of eligibility to work in Australia.

Title: STSS Position Description
Authorised: Head of School

Revision: Draft 1
Date: 20/10/2021
Page 2 of 3



POSITION TYPE AND REMUNERATION

Employment framework: Educational Services (Schools) General Staff Award 2020

POSITION STATUS:

Position type: Casual

REMUNERATION:

Salary As per Individual Letter of Offer

Superannuation As per Superannuation Legislation