

Job Description

PRIMARY EDUCATION ASSISTANT



Location: 695 Roland Road Parkerville WA 6081

Date: March 2026

ABOUT SILVER TREE STEINER SCHOOL

Nestled in a beautiful bush environment of over 10 hectares 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.

Silver Tree Steiner School is committed to child safety and wellbeing as a Child Safe Organisation. As part of the recruitment process the school will conduct pre-employment screening. Successful applicants are required to have a current WWCC clearance and National Police Clearance. Please see our Child Safe Statement of Commitment which outlines our commitment to providing a child-safe environment which safeguards all students and our commitment to promoting practices which provide for the safety, wellbeing and welfare of our children.

Purpose

The Education Assistant assists Teachers to deliver lessons in accordance with Steiner Education and teaching principles, to children in Class 1 to 6 encouraging a supportive and inclusive learning environment. They work under direct supervision, performing routine tasks as directed by the teacher.

Core Responsibilities

- Provide support to teachers in the delivery of education programs in accordance with the Australian Steiner Curriculum.
- Assist students on an individual or small group activity setting.
- Support and uphold behaviour management under the direction of the Teacher.
- Assists with ordering, collection, preparation and distribution of learning materials.
- Assisting the teacher with clean and safe storage of items after classes and activities. Includes general cleaning and tidying of classroom.
- Provide basic physical, social and emotional care for students and specific personal care where necessary; for example, assistance with meals, first aid, toileting, changing of clothes and cleanup of soiled areas etc.
- Work closely with, and follow the direction of, the Teacher and the Learning Support Team to achieve the best outcomes for all children in the class.
- Attend and partake in meetings, festivals and professional development opportunities.
- Organise materials for class use under the direction of the Teacher.
- Mark and evaluate students' work under the direction of the Teacher.
- Share responsibility for supervision of all students over the school day, as well as at school events, festivals, Open Day, excursions and camps.
- 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.
- Other ad hoc duties as required.

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Experience, Skill, and Knowledge Requirements

ESSENTIAL CRITERIA:

1. Outstanding interpersonal and communication skills
2. Commitment to professional learning and personal development and growth
3. An ability to assist the Teacher to implement the Australian Steiner Curriculum Framework
4. Commitment to supporting and promoting the Silver Tree Steiner School's ethos, policies, and procedures
5. Current 'First Aid in an Education and Care Setting' qualification (HLTAID012)

DESIRED CRITERIA

1. Minimum Cert III in School Based Education Support, or equivalent
2. Previous experience working in a Steiner School

PREREQUISITES:

- National Police Clearance (less than 12 months old)
- Current Working with Children Check
- Proof of eligibility to work in Australia

TRAINING AND COMPLIANCE REQUIREMENTS:

- Ongoing participation in relevant professional development including, but not limited to, Mandatory Reporter Training, First Aid training, Asthma and Anaphylaxis refreshers, code of conduct and policy declarations etc.

Staff Commitment to Steiner Education Core Principles

Silver Tree Steiner School encourage all staff to show a commitment to the Core Principles underpinning Steiner Education and Anthroposophy in Australian schools:

- The recognition of the unfolding spirit of each individual informs all aspects of the school.
- Steiner/Waldorf education fosters social renewal by cultivating individuals who serve an ethical world future.
- Anthroposophical insights into child development guide the educational program and practice.
- Steiner/Waldorf schools support creative freedom to teach within the shared agreements of the schools' collegiate.
- The conscious establishment of human relationships fosters individual and community health.
- Spiritual development for sustaining professional growth is an ongoing activity for the collegiate of teachers and staff and is supported by the Board.
- Collaboration and shared responsibility provide the foundations of school leadership and governance.

Organisational Relationships

REPORTING RELATIONSHIPS



This position is not responsible for supervising staff as delegated by the Head of School.

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School Culture, Child Safety and Work Health & Safety

- Follow Child Protection Policies and Procedures at all times.
- Provide a child safe environment for all students and actively implement the National Principles for Child Safe Organisations.
- Comply with the School's Work Health and Safety policy and procedures; always taking reasonable care for your own health and safety.
- Be familiar with and act in accordance with all School policies.

Position Type and Remuneration

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

Position type:	Casual or Part-time
Position term:	Limited Term or Non-Limited Term (as per individual contract)
Period:	As per Individual Letter of Offer
FTE for this position:	As per Individual Letter of Offer
Hours per fortnight:	As per Individual Letter of Offer

NOTE: A full-time equivalent position (1.0 FTE) at STSS is 75.00 hours per fortnight.

Remuneration:

Salary:	As per Individual Letter of Offer
Superannuation:	As per Superannuation legislation.