



## **Application Package: Teaching Assistant 2024**

Tamar Valley Steiner School is seeking applications for a part-time Class teaching position for 2024.

Thank you for your interest in applying for a position at Tamar Valley Steiner School. The package for the above teaching positions is attached and includes:

1. Information for Applicants
2. Position Description incl. Selection Criteria

For your application or expression of interest to be valid, you must address all essential selection criteria (contained in the position description) along with providing a cover letter and current CV with at least 2 referees.

Please read these documents carefully before seeking further information, for any questions, please contact Lianne Gafa the School Administrator on 0367 113 238 or email:

[admin@tamarvalleysteiner.tas.edu.au](mailto:admin@tamarvalleysteiner.tas.edu.au)

Lianne Gafa  
**School Administrator**

## INFORMATION FOR APPLICANTS

Thank you for your interest in a position in 2024. This information is provided to help you understand the selection process so that you can present your best case for an appointment.

The basis for selection is the relative merit of each applicant in relation to the Selection Criteria identified in the Position Description and the Selection Criteria.

**Position Description:** The Position Description should be read carefully. It provides information regarding the following:

1. Position title
2. Position Purpose
3. Position Duties
4. Position Relationships
5. Selection Criteria
6. Qualifications and requirements

**Commencement:** Successful incumbents are expected to commence work on Monday 5<sup>th</sup> February 2024.

**Probation:** There is a probationary period of 6 months.

**How to Apply:** Your application should include:

1. **Cover letter:** summarising your interest in the position and what you bring to the position
2. **Resume:** A brief summary of your career, outlining relevant positions you have held, major responsibilities and qualifications.
3. **Statements addressing Selection Criteria:** include separate statements for each of the selection criteria which concisely but fully describe how you meet that selection criterion.
4. **Referees:** The names, positions and telephone contact numbers for three referees who can comment on your suitability for the position.

**Interview:** Please be prepared for an interview on Thursday 1<sup>st</sup> February or Friday 2<sup>nd</sup> February.

Your application should be emailed to [admin@tamarvalleysteinerschool.tas.edu.au](mailto:admin@tamarvalleysteinerschool.tas.edu.au) with the subject line stating **Confidential – Teacher Assistant Application 2024**.

**Closing Date:** Applications close at **9am, Tuesday 30<sup>th</sup> January 2024**.

### Selection Process

All applications received will be acknowledged. If you do not receive confirmation of your application within 24 hours of submission, please contact us on 03 6711 3238.

Shortlisted applicants will be contacted by phone and will be invited for an interview. Successful applicants will be advised by phone and confirmed in writing.

### Contacts

If you require further information after reading this information package, please contact Lianne Gafa on 03 6711 3238.

## Position Description

<b>Position Title:</b>	Teaching Assistant
<b>Type of Employment</b>	Fixed term – Part-time – initial 1 term
<b>Commencing:</b>	5 February 2024
<b>Hours of Duty:</b>	Hours of duty scheduled between Office opening hours of 8.30am – 3.30pm.
<b>Location:</b>	Launceston, Tasmania
<b>Probation:</b>	There is a probationary period of 6 months

### About Tamar Valley Steiner School

Tamar Valley Steiner School is an independent, non-denominational school in the northern Tasmanian city of Launceston. The school opened in 2016 and has experienced steady growth throughout the past seven years.

The curriculum delivered at the school is based on the Australian Steiner Curriculum Framework. This is recognised by the Australian Curriculum, Assessment and Reporting Authority (ACARA) as an alternative to the Australian National Curriculum. Our program includes regular Bush school, Eurythmy, gardening, art, craft and music. Our commitment to environmental sustainability is nurtured by a supportive school community.

As a developing school, it is important to us that our staff have access to support, teaching resources, mentoring and professional learning opportunities. We require each staff member to be part of a Professional Development program and we provide support from our experienced Steiner teachers at our school and from within the Australian Steiner School teaching community.

Administrative, financial and high-level educational responsibilities are delegated to the College Executive. This is comprised of the Principal, the Business Manager and representatives elected from College and endorsed by the School Board. Class teachers including the Early Childhood teacher work closely with the Principal who is the Educational Leader of the School, and reports to the School Board.

The School Board is comprised of dedicated parents and other interested community members with a diversity of skills.

# Teaching Assistant Duties

## Purpose of Position

The Teaching Assistant, as directed by the Teacher, will support the flow of the Class daily rhythm by preparing for the children's learning activities and providing support in a safe and nurturing way.

This may include supporting students with additional needs. They will support activities aimed at building the children's skills and assist engagement with classroom learning.

## Education and Teaching Support Duties

1. Provide support for students as directed by the teacher in a consistent, firm and encouraging way in accordance with the principles of Steiner Education. This may include providing one to one support for students who need help either with learning difficulties, relationships or self-regulation.
2. Be responsible for the providing learning support for small groups of children if the class is differentiated into learning groups.
3. Carry out relevant assessment and testing tasks with students as required, including numeracy and literacy tasks and other specialised modules.
4. Support the Teacher in providing an attractive, clean and functional place for the children's learning.
5. Be prepared to learn therapeutic techniques under the teacher's guidance (such as providing heat packs, pressure massage and foot baths) that support students development in line with the Steiner curriculum.
6. Manage the level of risk "in the moment" by identifying hazards and mitigating associated risks while supporting students to explore the natural world and playground; redirecting activity when the risk is considered unacceptable in accordance the school's Policy for managing risk.
7. Participate in the life of the school such as in seasonal celebrations and Faculty meetings as required.

## Level of Responsibility

The Teaching Assistant is responsible for assisting teachers in the delivery of the daily learning activities and for maintaining a clean and orderly learning environment. High levels of confidentiality are expected. There is also a responsibility to comply with relevant Workplace Health and Safety legislation and school policies and procedures relevant to the position. You will be required to exercise initiative and judgement within established guidelines and procedures.

## Direction/Supervision Received

Daily/weekly directions and work priorities will be set by the class teacher(s) in consultation with the Learning Support Coordinator. Longer-term work goals, performance management and mentoring will be provided by the Principal and Learning Support Coordinator. Opportunities for support and mentoring may occasionally be provided by members of the Steiner teaching community with experience in providing Steiner education.

## Communication and Relationships with Co-workers

- Liaise with colleagues, the School Council, students, parents, and representatives from other organisations as appropriate.
- Participate in the promotion of Tamar Valley Steiner School and its programs.

## Professional Development

- Attend and participate in staff meetings and professional development seminars as appropriate and as requested. Be prepared to develop professional and personal capacities by engaging with the wholistic perspective of child development that forms the foundation of Steiner Education.

## **Code of Conduct**

The School's Code of Conduct complements the Constitution and requires employees to act appropriately in the course of their duties and to maintain the confidence of the community in the activities of the School.

## **Selection Criteria**

1. Experience working as a teacher assistant and ability to work in harmony with the teacher to engage the students in learning.
2. Ability to relate well with children and motivate them to be enthusiastic learners.
3. Demonstrated ability in working with students with diverse learning needs, confidence in responding to a wide range of behaviours, and willingness to use therapeutic techniques (such as providing heat packs, pressure massage and foot baths) as guided by the teacher.
4. Willingness to deliver various numeracy and literacy tests and assessments to monitor learning acquisition.
5. Capacity and willingness to participate in outdoor education activities, play an active role in Bush School programs, and appropriately support the needs of the children including managing risk.
6. Willingness to develop a meaningful understanding of the Steiner curriculum and philosophy and undertake regular professional development in Steiner Education and child development.
7. Capacity and willingness to participate in imaginative and artistic activities including storytelling, Eurythmy, painting, drawing, music, singing, sewing and other activities.

## **Qualification and Requirements**

### ***Essential Requirements:***

- Certificate III in Education Support or equivalent, or as a minimum, enrolment in a recognised Education Support course.
- Current Working with Vulnerable People Check or ability to obtain prior to commencing.
- Willingness to develop an understanding of educating children in the Steiner curriculum.

### ***Desirable Requirements:***

- Previous experience working in a Steiner school or special interest in the wholistic perspective of child development that forms the foundation of Steiner Education.
- Current Driver's licence.
- Experience working with children requiring additional support or with disabilities, particularly confidence in responding to a wide range of behaviours.
- Educational First Aid or equivalent (HLTAID004)