



CASTLEMAINE STEINER SCHOOL & KINDERGARTEN

POSITION DETAILS	Position Title	Learning & Support Assistant
	Area	Prep and other classes
	Position Reports to	The Principal through the Student Care Leader
	Role Location	<p>The Castlemaine Steiner School & Kindergarten (CSSK) sits on Dja Dja Wurrung country on 18 acres of beautiful bushlands, approximately 5km from the township of Castlemaine.</p> <p>Established in 1988, CSSK is non – denominational and founded in the educational principles of Rudolf Steiner.</p>
	Key Role Relationships	Class Teacher, Student Care Leader, Student Care Team, Principal, other CSSK staff

Statement of Commitment to Child Safety

The well-being and safety of all students is of central importance at Castlemaine Steiner School & Kindergarten (CSSK). Young people, including those of a linguistically or culturally diverse background, with a disability or who identify as Aboriginal or Torres Strait islander, have the right to be physically and emotionally safe at all times. They have the right to be protected from all abuse and neglect. All employees of Castlemaine Steiner School & Kindergarten are responsible for ensuring the Child Safe Policy is enforced and are required to sign the CSSK *Code of Conduct – Child Safety* and undertake training in this area as required. All applicants should be aware that the school conducts extensive background checks in accordance with our Child Safe Policy.

ROLE CONTEXT	<p>The Castlemaine Steiner School and Kindergarten is a well-established Steiner school 5km from the township of Castlemaine, situated on 18 acres of beautiful bushlands on Dja Dja Wurrung country. The school is non – denominational and founded in the educational principles of Rudolf Steiner.</p>
ROLE PURPOSE	<p>As a member of the Learning and Support Team, the Learning and Support Assistant assists the Steiner Class Teacher to provide quality learning experiences for all students, including those with identified educational support needs, and so contribute to providing the best possible education and duty of care for each student in light of the values and vision of the School.</p> <p>Steiner education is based on the belief that the healthy foundation for adult life is built throughout childhood and that a proper understanding of the developmental processes during childhood make it possible to support the faculties of thinking, feeling and willing. One way in which Steiner education aims to nurture and protect these faculties in childhood is through providing experiences facilitated by each individual’s aspirations to explore three ideals of truth, beauty and goodness.</p>

General & Administrative Duties

1. Fosters and models the educational philosophy of the School.
2. Commits to developing an understanding of Steiner Education.
3. Understands and adheres to the CSSK policies and procedures including those relating to Child Safety and Confidentiality.
4. Demonstrates highly developed communication and interpersonal skills with the ability to work as part of a collaborative team and build positive relationships with students, staff, parents and external support agencies.
5. Works in collaboration with the Learning & Support Teachers, and under the direction of the Class Teachers and Educational Leader to provide developmentally appropriate educational assistance to a range of students throughout the school.
6. Assistance tasks will include assisting with personal hygiene; use of mobility aids, manual handling and assistive technology both inside and outside the classroom.
7. Contributes to the effectiveness of the learning programs by assisting Class Teachers with the day-to-day operation of the classroom, this includes: facilitating, with support, the implementation of Individual Learning and/or Behaviour Management Plans; using positive behaviour interventions; clarifying teacher instructions; creating visual learning support resources; organising classroom materials and creating a beautiful learning environment; drawing attention of the teacher to the students when necessary; regularly eating morning tea / lunch with children, and maintaining a calm and healthy social environment.
8. Works alongside students within and outside of classrooms, in small groups and one-on-one, where appropriate, to implement strategies that visibly support participation and progress as shown through measured growth over time.
9. Keeps written anecdotal reflections and/or records of the educational assistance provided for review and discussion with the Learning and Support Team and relevant Class Teachers.
10. Meets regularly with the Student Care Team and other relevant staff to evaluate the effectiveness of strategies implemented.
11. Contributes to the writing of Individual Learning Plans (ILP) for students with educational support needs.
12. Assists with the NCCD and funding application processes.
13. Assists in the development and implementation of whole-school approaches to meeting the educational support needs of students, which may include research, documentation, and presentation to a variety of audiences.
14. Demonstrates highly developed communication and interpersonal skills with the ability to work as part of a collaborative team and build positive relationships with students, staff, parents, and external support agencies.
15. Attends parent / colleague meetings as required.
16. Attends professional activities as negotiated with Class Teachers, Learning and Support/Student Care Team and Educational Leader according to school budget allocation.
17. Attends school for the appropriate time equivalent according to the Employment Contract including attendance at reasonable school events such as festivals and fairs.
18. Complies with CSSK policies & procedures and contributes to their review.
19. Participates in performance review processes as conducted by the Educational Leader / Principal.

Disclaimer

This Position Description is a guideline to illustrate the main role responsibilities. It is not intended to be an exhaustive list and may change within the scope of the role at the Principal's discretion. Employees may also be required to undertake other reasonable duties as directed.

	<p>Confidentiality As a Learning & Support Assistant, you are privileged to intimate information regarding academic, physical, emotional and family details about various children, parents and staff members. Staff with VIT registration must uphold the Victorian Teaching Profession’s Codes of Conduct and Ethics.</p> <p>Discussions about intimate information are expected to occur within either Learning & Support Team meetings or at other arranged meeting times with a College/Leadership/Management Team member present. An exception to this is any information that relates to a child protection matter, which should be immediately reported to the Principal or delegate.</p> <p>Professional Qualifications Copies of all qualifications are required by the school. Incumbent must hold:</p> <ul style="list-style-type: none"> Valid Working with Children Check. <p>Safety and Compliance Safety is a priority for all CSSK staff. All staff employed at CSSK are expected to understand and effectively apply safety policies and practices as relevant to their role. All staff working within the school are required to obtain a Working with Children check and understand the school’s Policy in relation to the Safety of Children. Ensure the good physical and mental health and safety of students at the School through maintaining a thorough understanding of School policies and procedures (including the Positive Behaviour Policy), as well as knowledge of and compliance with emergency and accident procedures, undertaking all actions necessary and holding a conscious awareness of real and potential safety concerns.</p>
SELECTION CRITERIA	<ul style="list-style-type: none"> Demonstrated understanding of appropriate behaviours when engaging with children according to Child Safe Standards. Valid Working with Children Check. Demonstrated understanding of the Disability Standards for Education. Some experience providing mobility assistance to children or adults including awareness of safe use of assistive technology, such as mobility frame / wheelchair. Exemplary interpersonal communication skills. Familiarity with working in an educational environment Evidence of experience supporting young people’s diverse educational needs. Ability to work under the direction of a Teacher. Commitment to developing an understanding of Steiner Education.

Approval:	Learning & Support Assistant: Name: Signature: Date:	Principal/Delegate: Name: Signature: Date:
	Received By HR / Admin: Signature: _____ Date: _____	

SELECTION CRITERIA – Learning & Support Assistant

Castlemaine Steiner School & Kindergarten (CSSK) is seeking an enthusiastic Learning & Support Assistant to support student participation and progress.

The School began its journey in 1988 and is located in a beautiful rural setting in Central Victoria approximately 1.5 hours from Melbourne. We provide a Steiner Education from Playgroup to Class 8, where at the completion of Class 8, students can continue their Senior Steiner Education locally in the Steiner Stream at Castlemaine Secondary College.

The Learning & Support Assistant position description is available on the school website:
<https://www.cask.vic.edu.au/our-school/current-vacancies/>

Selection Criteria

- Demonstrated understanding of appropriate behaviours when engaging with children according to Child Safe Standards.
- Valid Working with Children Check.
- Demonstrated understanding of the Disability Standards for Education.
- Some experience providing mobility assistance to children or adults including awareness of safe use of assistive technology, such as mobility frames / wheelchairs.
- Exemplary interpersonal communication skills.
- Familiarity with working in an educational environment
- Evidence of experience supporting young people's diverse educational needs.
- Ability to work under the direction of a Teacher.
- Commitment to developing an understanding of Steiner Education.

Written applications, including a **Cover Letter, Curriculum Vitae with minimum three education profession referees** and a **separate document addressing the Selection Criteria**, should be marked 'Private and Confidential' and forwarded to: recruitment@cask.vic.edu.au **Applications close 11/1/22 at 5 pm.**

The selection process will take place between 17/01/22 and 28/01/22 and may involve:

- A panel conversation/interview.
- Participation in a class exercise under the direction of a Class Teacher, in person or via Zoom.

For preliminary confidential enquiries or conversations about this position, please contact Hayley Bridgwood, CSSK Educational Leader 0434 422 623