



# CASTLEMAINE STEINER SCHOOL & KINDERGARTEN

POSITION DETAILS	<b>Position Title</b>	Learning & Support Assistant
	<b>Area</b>	Prep – Grade 6
	<b>Position Reports to</b>	Learning & Support Assistants are responsible to the Principal through the Deputy Principal.
	<b>Role Location</b>	<p>The Castlemaine Steiner School &amp; 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>
	<b>Key Role Relationships</b>	Principal, Deputy Principal, Class Teachers and all 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.

<b>ROLE CONTEXT</b>	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.
<b>ROLE PURPOSE</b>	<p>The primary role of a Learning &amp; Support Assistant is to support teachers with students who have specific educational needs to access the curriculum 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>

**Key Responsibilities:**

- Foster and model the educational philosophy of the School
- Commit to ongoing development of an understanding of Steiner Education
- Understand and adhere to the CSSK policies and procedures including those relating to Child Safety and Confidentiality
- Work under the guidance of the Deputy Principal and relevant Teachers
- Implement programs, as advised by staff, which will support the educational needs of students
- Attend meetings to review and evaluate educational support planning
- Apply professional judgment and discretion and be aware and respectful of maintaining confidentiality when working with students
- Participate in performance review processes as conducted by the school's Leadership Team.

**General Duties**

- Work collaboratively with teachers to support them in the delivery of developmentally appropriate educational programs for students with disabilities and learning needs and ensure that these students participate safely in school activities
- Be aware of the teacher's expectations of the students in the class and support teachers in the modification of students' programs
- Respond to all students in the classroom in a warm and encouraging manner
- Actively participate in learning activities, through modelling, assisting, intervening and encouraging students where appropriate
- Refer all parent queries to the relevant Class Teacher

**Specific Duties**

- Work with individuals and groups of children in the classroom as directed by the Teacher
- Work with individuals and small groups of children in a classroom buddy space on activities as directed by the classroom Teacher
- Work with the Deputy Principal on the planning and implementation of whole school approaches to supporting student learning
- Provide educational support informed by the principles of coregulation, solution-focused problem solving, and positive behaviour for learning, and demonstrate skills including listening, modelling, explaining, collaborating, reassuring, encouraging, redirecting and reinforcing
- Provide support with personal hygiene and assistive technologies, including as mobility frames, wheelchairs, augmented communication devices
- Prepare specialised materials as directed by the teacher and as required to implement the Teacher's programs
- Record, chart, observe and report back on student engagement and progress, such as development of self-awareness, self-regulation, and social engagement, negotiation and play skills
- Supervise students during recess and lunch, as necessary
- Accompany student on excursions, as necessary
- Attend school for the appropriate time equivalent according to the Employment Contract including attendance at reasonable school events such as festivals and fairs.

**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><b>Confidentiality</b></p> <p>As a Learning &amp; Support Assistant, you may be privileged to intimate information regarding academic, physical, social, 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>Details of a students' educational support needs or adjustments program may only be discussed with relevant staff. 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><b>Safety and Compliance</b></p> <p>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>
<b>SELECTION CRITERIA</b>	<ul style="list-style-type: none"> <li>• Demonstrated understanding of appropriate behaviours when engaging with children according to Child Safe Standards.</li> <li>• Valid Working with Children Check (Employee).</li> <li>• Demonstrated understanding of the Disability Standards for Education.</li> <li>• Evidence of work experience undertaking similar duties and / or supporting young people's diverse needs.</li> <li>• Familiarity with working in an educational environment.</li> <li>• Exemplary interpersonal communication skills.</li> <li>• Ability to work under the direction of a Teacher.</li> <li>• Commitment to ongoing development of an understanding of Steiner Education.</li> </ul>

<b>Approval:</b>	<b>Learning &amp; Support Assistant:</b>	<b>Principal/Delegate:</b>
	Name: Signature: Date:	Name: Signature: Date:
<b>Received By HR / Admin:</b>	Signature: _____ Date: _____	



## SELECTION CRITERIA – Learning & Support Assistant

Castlemaine Steiner School & Kindergarten (CSSK) is seeking an enthusiastic and skilled 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 (Employee).
- Demonstrated understanding of the Disability Standards for Education.
- Evidence of work experience undertaking similar duties and / or supporting young people's diverse needs.
- Familiarity with working in an educational environment.
- Exemplary interpersonal communication skills.
- 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 professional referees** and a **separate document addressing the Selection Criteria**, should be marked 'Private and Confidential' and forwarded to: [recruitment@cask.vic.edu.au](mailto:recruitment@cask.vic.edu.au)

**Applications close 31/08/23 at 5 pm.**

The selection process will take place late Term 3/early Term 4 and may involve:

- A panel conversation/interview
- Participation in a class exercise under the direction of a Class Teacher

For preliminary confidential enquiries or conversations about this position, please contact Hayley Bridgwood, CSSK Deputy Principal 5470 2000