

Primary School Co-Ordinator

Applications Close: Friday 24 February, 2023

Apply to: The Principal - Noosa Pengari Steiner School
employment@noosasteiner.qld.edu.au

Position Title: Primary School Coordinator

Start Date: Term 2 2023

Hours of Duty: FTE 1.0

Faculties: Primary School

Responsible to: Principal

Location: Noosa Pengari Steiner School, 86 Nyell Road, Doonan

Noosa Pengari Steiner School first opened its doors in 1996 and has now established itself as a strong independent school offering a Steiner/Waldorf Education for students from Kinder to Class 12. We currently cater for 350 students from 200 families and continue to grow as our high school develops.

We are currently seeking an experienced Primary School Co-Ordinator who has ideally worked in curriculum development, mentoring and leadership to work in our primary school. This role will work closely with the School Principal, High School Coordinator, and College of Teachers, as well as staff, students and parents from classes 1 - 7.

Working effectively with the School Management Group, the Primary Coordinator will ensure the means by which competent and content teaching staff have access to a rich Steiner curriculum, which they can deliver with creative discretion to students who are interested and engaged, within a safe and effective learning environment. The Primary Coordinator provides the support needed to ensure that both the development and delivery of education is of a high standard and is responsive to changing needs and demands.

Key Selection Criteria - The successful applicant will:

- Have an understanding and appreciation of Steiner/Waldorf education
- Have teacher registration with the QLD College of Teachers
- Teacher training and previous experience teaching in a Steiner School
- Demonstrated people skills

Applications should include:

- A current CV with contact details for at least two professional referees
- Response of no more than two pages to the above Key Selection Criteria
- Evidence of eligibility to work in Australia

Key Accountabilities

Leadership

The school is managed by a Management Team under the guidance of the School Principal, who work collaboratively to empower a diverse, capable and creative teaching staff in their delivery of a holistic Steiner curriculum.

The Primary Coordinator is a part of the Management Team and will also be expected to attend College and faculty meetings for their area of the school. Attendance at these meetings, particularly College, allows management staff to stay in touch with the vision of and inspiration behind the school.

Education Development

Utilising input from the College and teaching staff, ensure the development, implementation and regular review of an integrated National Steiner curriculum across the School (K-12), linked to assessment, reporting and compliance requirements, which actions the educational pictures as described by the College.

Ensure that teaching staff are supported and empowered in their teaching practice, including exercising creative freedom within the framework of the curriculum and professional boundaries, through appropriate professional development, mentoring and constructive review of performance.

Effectively oversee, coordinate and manage teaching needs and resources in order to support and optimise teachers' practice both in and out of the classroom.

Staffing

Together with the School Principal, identify and effectively oversee, coordinate, and manage teaching needs, timetabling and resources in order to support and optimise teachers' practice both in and out of the classroom.

Proactively identify and action opportunities to satisfy future staffing needs, utilising strong relationships with teacher training organisations and prospective Steiner teachers and through remaining astute to both internal and external opportunities for teacher training or supervision.

Ensure teaching staff are supported and empowered in their teaching practice, through appropriate professional development, mentoring and constructive review of performance. Encouraging continuous improvement, fostering innovation and managing change.

Educational Administration

Together with the School Principal, oversee all education-related policies, processes and practices, implementing improvements to these as required, and ensuring maintenance of comprehensive student and staff records and compliance with all statutory, legal and reporting requirements.

Ensure the development, implementation and regular review of an integrated National Steiner curriculum across the primary school, linked to assessment, reporting and compliance requirements.

Student Support

Ensure the development, implementation and monitoring of, and adherence to effective systems of both learning support and behaviour management across the Primary School, to ensure that all enrolled students receive the best possible education consistent with their needs within an environment where duty of care to children in the school is explicitly evident.

Provide for the physical, social, cultural and emotional wellbeing and safety of students while at school and assist in their progression towards freedom.

Parent and Community Engagement

Support and enhance parent and community engagement with the School through the effective management of student enrolments, retention of students, parent / adult education and the diplomatic, timely and effective handling of questions or grievances.

General responsibilities:

- Ensure opportunities and demonstrate commitment for further skill development and leadership capacity of all staff.
- Identify student, staff and school community needs and develop ways of addressing those needs in a collaborative manner.
- Ensure a safe and secure learning environment with healthy, constructive working relationships.
- Demonstrate effective and efficient strategic capabilities.
- Create and maintain a team environment.
- Ensure effective and efficient systems and processes.
- Demonstrate effective decision making.
- Maintain competency and current knowledge of relevant curriculum programs.
- Support teaching staff to assess students for developmental, feedback and reporting purposes to implement differentiated learning based on the individual competencies and needs of students as outlined in the students' SAPs and in accordance with the Australian Professional Standards for Teachers.
- Participate in the collaborative development and evaluation of the curriculum and regularly monitor, through observation and evaluation, the effectiveness of the teaching program.
- Establish and maintain appropriate interpersonal relationships between the school and community.
- Demonstrate consciousness and initiative surrounding accountability and duty-of-care responsibilities in all circumstances.

- Participate in school scheduled activities such as parent meetings, parent evenings, festivals and concerts.
- Coordinate weekly faculty meetings.
- Engage in regular professional development opportunities, including mentoring, professional conversations, internal and external workshops to maintain and improve professional knowledge.
- Provide internal lesson relief.
- Maintain high standards of professionalism, striving to improve quality and standards in the School.
- Actively contribute to the life of the school, helping to fulfil the school's mission.
- Assume additional responsibilities in negotiation with the Principal.