



WILD CHERRY SCHOOL

For Waldorf/Steiner Education

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December 2020

POSITION DESCRIPTION

Position Title:	Early Childhood Assistant (4yo kindergarten) – 2 positions	
Classification:	<i>As per Educational Services (Schools) General Staff Award 2020</i>	
	Position 1	Position 2
Grade:	Preschool Services Grade 3 (minimum qualification Cert III in EC Ed & Care)	Preschool Services Grade 1 (no minimum qualification or work experience required)
Reporting to:	Early Childhood Teacher	Early Childhood Teacher
Direct reports:	Nil	Nil
Employment:	Contract 12 months part-time 0.148FTE	Contract 12 months part-time 0.113FTE
Hours per week:	18 hrs per week (term weeks only) Wed 8am-11.30am Thu-Fri 8am-3.45 incl 30min lunch break	13.75 hrs per week (term weeks only) Wed 9am-11.15am Thu-Fri 9am-3.15pm incl 30min lunch break
Commencement:	Wed 27 January 2021	Wed 27 January 2021

1. Organisational Overview

Our Story

Established in 2013, Wild Cherry School for Waldorf/Steiner education offers a balanced and holistic education based on the pedagogical principles developed by Rudolf Steiner. Our services include playgroup, four-year-old kindergarten, and primary years prep to six. Our early childhood program strives to create a warm and nurturing environment and develop imagination and wonder in every child.

Wild Cherry School is situated in Bairnsdale, commercial capital of East Gippsland and gateway to the Gippsland Lakes 280km east of Melbourne in a heritage-listed building surrounded by beautiful gardens.

Our Purpose

Our purpose is to nurture the whole child through a holistic education that encourages curiosity, creativity, positive social consciousness, and a connection to the natural world.

Our Vision

Wild Cherry School strives to educate and support the development and potential of each individual child, whilst fostering a creative and ethical community.

Our Values

- Foster a desire in our students to aim for academic and artistic excellence by providing them with a rich, diverse and integrated curriculum.
- Inspire the children with a lifelong love of learning, a morality that strives for goodness, an appreciation of beauty, and a pursuit of truth.
- Develop respect, trust, and caring for themselves, each other, the broader community, and the earth.

2. Position Overview and Purpose

The Wild Cherry early years program and practice is based on the holistic philosophy of Waldorf/Steiner education and emphasises the importance of creating a nurturing and safe environment for children to be and learn. The early childhood classroom offers a welcoming homelike sanctuary. The early years educators provide a gentle and grounded approach, entwined in a strong daily, weekly and seasonal rhythm.

The Early Childhood Assistant roles are threefold:

- 1) Support the Early Childhood Teacher with the presentation and delivery of the curriculum as outlined by the School/kindergarten and in accordance with the Australian Steiner Curriculum Framework.
- 2) Assist with providing an aesthetically beautiful, safe, and nurturing environment for learning.
- 3) Support the learning and developmental needs of all children in the early years' classroom as determined in collaboration with the Early Childhood Teacher.

The positions are part-time and exist within the kindergarten/prep composite class. The kindergarten program operates 15.5 hours per week over two and a half days, with additional allocation of planning and preparation time for the qualified early childhood assistant. The prep program operates five days per week.

It is essential that the successful candidates can demonstrate an ability to foster positive and professional relationships with the whole school community, including a visible connection with families.

3. Key Responsibilities: Tasks and Outcomes

Tasks	Outcomes
<ul style="list-style-type: none">• Assist with setting up and maintaining a clean and orderly learning environment.• Work collaboratively and communicate effectively with early childhood staff to provide a safe and supervised learning environment.• Assist with maintaining a nurturing tone and encourage creative, self-initiated play within the philosophical insights and pedagogical approaches of Waldorf/Steiner education.• Assist the early childhood teacher to establish and maintain the daily rhythm throughout the program.• Be responsive to and use a variety of effective strategies to support children's behaviour and engagement, as per policies and procedures and in collaboration with the early childhood teacher.• Assist the early childhood teacher with ongoing child observations, assessments and evaluation of the program.• Take responsibility for the morning cooking program (Position 1 only).• Be at school/kindergarten for the committed hours of employment and be punctual for classes, duties and staff meetings.• Attend and participate in whole school festivals, open days, fairs and other events.• Attend and participate in anthroposophical and contemporary professional development, through College of Teachers meetings, in-service or external training courses.• Willingly engage with and deepen knowledge of Waldorf/Steiner curriculum and pedagogy.	<ul style="list-style-type: none">• Assists in creating an aesthetically beautiful and safe early childhood environment.• Works in collaboration with the early childhood teacher and other school/kindergarten staff.• Shows an awareness of children's needs and supports behaviour as per Wild Cherry School and Kindergarten guidelines and in collaboration with the early childhood teacher.• Actively seeks professional development and engages in ongoing study of Waldorf/Steiner education, including values, curriculum and pedagogical approaches.• Completes required duties independently and in a timely, orderly manner.• Demonstrates a knowledge of and adherence to relevant kindergarten policies and procedures, including Education and Care Services National Law and Education and Care Services National Regulations.• Holds and maintains current First Aid, Asthma, and Anaphylaxis certificates, and completes annual mandatory reporting training (Position 1 only).• Participates in ongoing professional development.• Actively participates in professional development as required to develop or deepen knowledge of Waldorf/Steiner curriculum and pedagogical approaches.

4. Key Selection Criteria

The successful candidates will have:

Position 1:

1. Certificate III in Early Childhood Education and Care (minimum) or a suitable qualification under the *Education and Care Services National Law Act 2010, Education and Care Services National Regulations*.
2. A demonstrated understanding of and confidence in, working with the Early Years Learning Framework and the National Quality Standards (essential).
3. A minimum of twelve months' experience working in a kindergarten environment (essential).
4. An interest or experience in Waldorf/Steiner education (highly regarded).
5. Current First Aid Level 2 qualifications, approved anaphylaxis management training and approved emergency asthma management training, in accordance with the *Education and Care Services National Regulations* and School/kindergarten policies or willingness to undertake and complete within an approved timeframe.
6. A genuine commitment to the kindergarten assistant role and a calm ability to relate affectionately and professionally with children across early childhood and primary years.
7. A commitment to the principle of lifelong learning and professional growth.

Position 2:

1. An interest in Waldorf/Steiner education (highly regarded).
2. A genuine commitment to the additional kindergarten assistant role and a calm ability to relate affectionately and professionally with children across early childhood and primary years.
3. A willingness to develop an understanding of and confidence in, working with the Early Years Learning Framework and the National Quality Standards.

5. Additional Requirements

1. Contact details of three professional referees relating to experience as relevant to the role.
2. A Current National Police Check and Working with Children Check or willingness to obtain within approved timeframe.
3. Approved applicants will be expected to complete the Protecting Children – Mandatory Reporting and Other Obligations for the Early Childhood Sector online module.

For enquiries regarding the positions, please call the School on 03 5152 1966 or email admin@wildcherry.vic.edu.au.

Applications close Thursday 14 January 2021

Please address the key selection criteria in your application cover letter and submit with your current curriculum vitae and contact details of three referees via email to kindergarten@wildcherry.vic.edu.au.

Interviews of short-listed candidates will take place Tue 19 January 2021.