



## CLASS TEACHER POSITION DESCRIPTION

A Class Teacher will take primary academic and pastoral responsibility for, and care of their class of students for a period of up to six years, as negotiated with the Principal.

### TEACHING & LEARNING

- (a) Teach and take the responsibility for the guidance of students in the designated class for the duration of their Primary School years.
- (b) Teach in accordance with the spirit of the Steiner educational philosophy, the Anthroposophical understanding of a child's developmental stages.
- (c) Preparation and presentation of all Main Lesson blocks. They will bring or develop a thorough understanding of the curriculum from Class 1 to Class 6.
- (d) The Teacher will be required to prepare and present a wide variety of lessons not covered by specialist teachers. This includes mathematics and English practice lessons as indicated in the Curriculum.
- (e) Liaison with specialist teachers concerning their program and students' progress. It is the class teacher in conjunction with the specialist teachers who are responsible for the whole curriculum of that class.
- (f) Mark students books and other work.
- (g) Assess student's progress, academic and social whilst addressing the requirements of the Australian Steiner Curriculum Framework and National Reporting Obligations.
- (h) Written reports (to be sent to parents prior to the end of each semester) and verses, as agreed by the College of Teachers.
- (i) Identify and arrange individual assessment for remedial attention and outsourcing professionals if needed (in consultation with College).
- (j) Arrange programs for remedial lessons (in consultation with College)
- (k) Be responsible for the classroom program, daily rhythms and preparation for festivals.
- (l) Maintain the classroom resources within an allocated class budget.
- (m) Prepare and engage the class in all school activities including class plays, class camps, excursions, school fairs, Open Days, seasonal festivals, concerts and other events as deemed necessary by the College of Teachers.
- (n) Maintain classroom and surroundings, taking care of the aesthetic environment, eg blackboard work and artistic presentation

### COMMUNICATION AND RELATIONSHIP

All teaching staff must be familiar with and adhere to the Policies and Procedures of the Yallingup Steiner School.

- (a) All staff must be aware of and abide by the school's Privacy Policy and the meaning of confidentiality
- (b) Liaise with parents
- (c) Consult, advise and liaise effectively with colleagues, students, parents, employees and representatives from other organisations.
- (d) Organise at least one parent/teacher meeting per term to share curriculum and any other school related issues.
- (e) Eat lunch with children

## **ADMINISTRATION AND WORKING COLLEGIALLY**

All teaching staff must be familiar with and adhere to the Policies and Procedures of the Yallingup Steiner School.

- (a) Attendance Register to be completed every morning and afternoon
- (b) Attend school from 8.30am to facilitate classroom preparation, provide atmosphere to welcome children, and attend teacher's morning verse.
- (c) Stay at school until 3.30pm to clean up room and adjoining outside area
- (d) Participate and contribute to the collegial way of working with all teaching and non-teaching staff.
- (e) Participate in the promotion of Yallingup Steiner School and its programs.
- (f) Undertake recess and lunch duties as rostered.
- (g) Undertake extra-curricular or additional activities to assist the College in the general running and development of the school.
- (h) Conduct interviews with new students and their families

## **PROFESSIONAL LEARNING**

Attend and participate in all relevant staff meetings and professional learning seminars as organized by the College of Teachers.

The following areas (in no particular order) are those we consider important in professional learning:

- Curriculum
- Anthroposophy
- Child Development
- Artistic – music, painting, singing, Bothmer, Eurythmy
- Australian Steiner Curriculum Framework: deepening an understanding of the legislated requirements of the Curriculum Framework
- Participation in the school mentor program

It is expected that teachers will have an individualized ongoing program which will address their needs in the above categories. This may be in the form of private study and group study work and will include input from workshops and conferences etc which the school will promote at periodic intervals.

Teachers are encouraged to attend workshops and conferences relevant to their areas of teaching practice and curriculum.