

SHEARWATER, THE MULLUMBIMBY STEINER SCHOOL
POSITION DESCRIPTION: PRESCHOOL GROUP LEADER



Position Title:	Preschool Group Leader
Designation:	AQF Advanced Child Care Worker (Qualified) Diploma of Children's Services or Bachelor of Early Childhood Education/ Teaching
Award:	Miscellaneous Workers' – Kindergartens and Child Care Centres, &c. (State) Award
Accountable to:	Preschool Coordinator, Early Childhood Coordinator, the College of Teachers and School Management Group

Pre-school is for children turning 4 or 5 in that year. At pre-school we strive to develop sensitivity for the 'unfolding' qualities of each individual entrusted to us. Many artistic experiences are offered: storytelling, painting, drawing, singing, drama and cooking in a warm, loving and home-like environment. However, the specific aim of preschool is to provide an all-embracing family-like environment, to make the bridge between home and school life a happy and secure one. This requires working closely with other Early Childhood teachers and a vocational commitment to ongoing professional and personal development and to the principles underlying Steiner/Waldorf Education.

POSITION OBJECTIVE

To provide a warm and caring environment and learning experiences for all pre-school children based on the principles underlying Steiner/Waldorf Education.

KEY RESPONSIBILITIES

Management

- Observe and follow school philosophy and vision
- Understand and implement all licensing, legislation and regulation protocol and mandatory reporting obligations (DoCS, QAIS, OH&S, ECA Code of Ethics, Equal Opportunity) and workplace policies and procedures in a professional manner
- Maintain record-keeping systems and records in a professional manner including attendance, accidents, medical information, incident and hazard reports, challenging behavior issues, excursions and permission forms
- Support the development, implementation and review of policies, procedure and protocols
- Administer the pre-school program
- Develop and work within financial budgets when designing programs and ordering materials

Program

- Develop and implement an ECH program that embraces Steiner/Waldorf principles of child development and early childhood methodology, the emerging curriculum and Quality Assurance Improvement System
- Document Preschool program in a daily journal
- Document observation and experiences of children's development and behaviour in individual portfolio's
- Provide a nurturing, respectful, safe environment for children to express their individual interests and assist them in developing meaningful experiences
- Provide a creative learning environment that is inclusive of all children
- Prepare materials for educational use
- Organise seasonal festivals and open days

Communication

- Attend weekly College and Early Childhood meetings
- Liaise with teaching staff in the primary/high school
- Follow directives from the College of Teachers
- Organise parent/teacher meetings once a term to discuss program and child development
- Contribute to Early Childhood Development lectures
- Conduct individual interviews with parents about their children twice a year
- Communicate and share information about daily activities with families and carers
- Produce a newsletter once a term and other information as needed

Work environment

- Adopt reflective practices for self development/performance
- Implement daily routines, safety checks, cleaning
- Work as a collaborative team member

KEY SELECTION CRITERIA

Essential

- Diploma of Children's Services or Bachelor of Early Childhood Education/Teaching
- A thorough understanding or experience of Steiner methodology or foundations in Anthroposophy
- A warm and supportive attitude to children and their families
- Understanding and knowledge of legislative and regulatory requirements and professionalism in delivery and management of an ECH program
- Demonstrated ability to work under limited direction and as a team member
- Excellent written, oral and communication skills
- Commitment to ongoing professional development
- Current Senior First Aid Certificate
- Satisfactory *Working With Children Background Check* as is required under the NSW Child Protection (Offenders Registration) 2000 Act

Desirable

- Steiner teaching qualifications
- Experience as a Preschool Group Leader
- Computer proficiency (email and internet)
- Current drivers license

Approved: Preschool Coordinator