tarremah **steiner school**

Tarremah Steiner School

Position Description 2026

Title:	Early Childhood Teacher and Support Coordinator
Award:	Tarremah Steiner School Enterprise Agreement 2026
Terms of Employment:	Ongoing, Commencing Term 1, 2027
Full Time Equivalent (FTE):	0.6-1.0

This position description was written by the School Executive who reserves the right to give new directives and new interpretations to all staff in accordance with the spirit of this position description and other policies of the school.

Education and Teaching

The successful candidate will:

1. Teach in accordance with Steiner's Early Childhood educational philosophy, and the Anthroposophical understanding of child development.
2. Commit to ongoing understanding of Steiner Early Childhood education – methodologies and curricula.
3. Support thorough documentation for the ECC children and staff e.g. support plans or records of incidents.
4. Support clear communication with staff, parents and all relevant bodies, in a timely manner.
5. Establish and maintain a high standard of learning and artistic and social life in the classes.
6. Assist with the implementation, development and review of the Australian Steiner Curriculum Framework.
7. Prepare teaching materials and equipment in accordance with the curriculum.
8. Conduct and moderate age-appropriate assessments and provide written and verbal reports to parents/guardians as required.
9. Implement and maintain student records.
10. Resource the programmes within an allocated budget.
11. Prepare for, participate in and engage the class in school activities as required.

Communication and Relationships

The successful candidate will:

1. Consult, advise and liaise with Faculty and School Executive representatives and other organisations as necessary.
2. Participate and contribute to the collegial environment, working alongside teaching and administrative staff.

3. Participate in the promotion of Tarremah and its programs.
4. Undertake additional tasks to assist the School Executive in the general running and development of the school as required.

Professional Development

The successful candidate will:

1. Attend and participate in all relevant or required staff meetings and professional development as organised by the School Executive.

2. Participate in teacher mentor programmes.

Selection Criteria

The successful candidate will have:

1. Recognised early childhood qualifications e.g. a Degree specializing in Early Childhood.

2. A demonstrated ability in age-appropriate classroom management, and a capacity to warmly relate to children.

3. A genuine interest in Steiner education and an understanding of how it contrasts with other contemporary educational practices.

4. The ability to present lessons imaginatively and artistically in a manner consistent with the Australian Steiner Curriculum.

5. High level of oral communication and interpersonal skills, appreciating the importance of discretion, tact and confidentiality with public, parents, staff and students.

6. Personal skills of adaptability, initiative, self-motivation and the ability to contribute to the work of a team in a school environment.

7. Understand the Australian Steiner Curriculum and its implementation through study, in-service and outside opportunities and, to participate in the mentor system in order to facilitate learning.

8. An ability to work across three different Kindergarten classrooms, providing relief to classroom teachers.

9. An ability to support to children with a range of needs in a developmentally appropriate manner.

10. Experience in intiating collegial collaboration and communication, focused on support of the children, teachers and TAs in the Kindergarten classes.

11. Experience in working collegially and effectively in group decision-making and be able to modify points of view when necessary.

12. An ability to harmonise your personal philosophy with Anthroposophical concepts and ideas so that they are not in conflict.

Qualification and Requirements

The successful candidate will have:

1. Current certificate of registration or, provisional registration to teach, granted by the Teachers Registration Board (Tasmania) in accordance with the provisions of the Teachers Registration Act 2000.

2. Recognised early childhood qualifications e.g. a Degree specialising in Early Childhood Teaching, and a Diploma or a Certificate III in Early Childhood Education and Care.

3. A current First Aid certificate, including the certificate in Asthma and Anaphylaxis, is required. As part of your employment you are required to maintain a current First Aid qualification. The School will cover the cost of refresher training.

4. A current *Working With Vulnerable People Card*.

Work Environment

The School is committed to high standards of performance in relation to Workplace Health and Safety. All employees are expected to participate in maintaining safe working conditions and to practise, promote and uphold the principle of fair and equitable access to employment/promotion, personal development and training and the elimination of workplace harassment and discrimination. The School is a Child Safe organisation.

Code of Conduct

The School's Code of Conduct complements the Constitution and requires employees to act appropriately in the course of their duties and to maintain the confidence of the community in the activities of the School.