

JOB DESCRIPTION

Class Teacher Job Description

Main purpose of the post is to teach the Steiner curriculum to and care for a class of children in 2011.

Specific Duties:

1. To be familiar with and teach the class epochs as taught in Australian Schools according to the principles of education laid down by Rudolf Steiner.
2. To write a yearly sequential outline and plan a weekly class program.
3. Nurture the healthy development of the children's physical, social and cognitive capacities..
4. Maintain the classroom to a high standard of cleanliness and aesthetics.
5. Prepare the class for festivals and class plays.
6. Organise and participate in class outings, trips and events.
7. Organise and present parents' evenings, at least three times a year, and liaise and meet with parents when necessary.
8. Liaise with class carers' to foster open communication with parents.
9. Hold parent teacher interviews at the end of term one and two and provide a written report for each child at the end of each year together with a card.
10. Liaise with subject teachers, learning support and curative staff when appropriate, and keep records and pupil files up to date.
11. Interview new parents and children in accordance with enrolment procedure.
12. Organise materials for class use, liaise with those responsible for purchase and keep within agreed budgets.
13. Share responsibility for supervision of all pupils during non-class hours within the school day.
14. Undertake break duties as required.
15. Attend regular staff meetings, out of school hours meetings when necessary, and participate in work, study and Steiner workshop/conference days during school holidays or weekends as required.
16. Take on administrative tasks as required
17. Familiarise, uphold and implement school policies and staff Code of Ethics.
18. To have a current First Aid certificate. Preferably Level 2.