

JOB DESCRIPTION

COMMUNITY SUPPORT OFFICER

This role involves working to build a sense of community in the school and ensure that, as much as possible, it is a 'healthy' community by way of clearly communicating school expectations and provisions for parents and students and keeping in touch on a human level with members of the community – both staff and parents.

Working in this role requires fitting in with school culture and needs of the school and evolving with changing needs as they occur.

This role also requires an ability to speak easily and respectfully with all members of the school community and direct members with grievances to the appropriate staff member/process, keep a positive outlook about the school and respect confidentiality about all school/staff matters. This role also requires an ability to be able to clearly articulate the underlying principals of Steiner Education and answer parent questions or guide the parent to the appropriate member of staff for further clarity. An understanding, appreciation of how the school functions and of the Festival year is required.

Overall aspects of the role include:

Liaise with Administration and Co-ordinators re parent activities. Liaise with Community Support Logistics regarding events needing catering.

Communication with parents about school events, news and activities via blackboards, Pabulum, emails via class carers and fliers on classrooms/sent home with students, notice boards.

Communication of events/activities at PWS to other metro (and regional if necessary) Steiner Schools when relevant (ie; parent education/talks, festivals...etc)

Support the P&F and work in conjunction with the P&F on fundraising and community building events (primarily communication/advertising). Attendance of P&F meetings is required to act as a bridge between school and P&F ideas and events.

Support of Class Carers (Primary and High School) – understanding and communicating the role (be familiar with the Class Carer's information/handout), encouraging class community building events where appropriate (get together etc); emails to parent body about school news/issues etc. Hold Class Carer meetings once a Term to keep in touch with and offer support/guidance

Update support info to Class Carers, New Parents, school publicity material/info/C12 prospectus

Support of free parent groups/activities – co-ordinating times/venues/advertising to parent body

Support of Parent Education – planning/co-ordinating topics and speakers in conjunction with staff members; liaise with Christian Community Priest via Christian Community if necessary re talks to parents and sessions with classes (via Co-ordinators) etc and advertising to parents.

Maintain Notice Boards outside Front Office and in the Plaza. Ensure Notice Boards are tidy, remove out of date literature, as well as keep an eye out for inappropriate notices.

General support and connection with parent body – having a presence around school/being available – questions, directions. Guiding community members to appropriate resources and processes. Making oneself available via the Pabulum.

Support for new parents and families.

Support of school events (see list) – primarily communication/advertising: information in the Pabulum re Festivals etc, coordinating/supporting any catering/tea/coffee if necessary

Press releases when and where possible

Maintain plaza/outside canteen/craft area/display cabinets where necessary. Attention to the beauty of the school community spaces.

Oversee/support/coordinate with Community Support Logistic person.

Contribution in the Pabulum:

- Who Does What at PWS (1st week of the year)
- Curriculum Picture – Semesters 1 & 2
- Festivals information and events related
- Liaise with Co-ordinators re significant dates for faculties each term – parent nights, events etc
- Meet the Staff article (throughout the year)
- Responses to and reporting school events/class activities
- Thank you section after events and at the end of the year
- Relevant information

Support of events through the year:

Term 1

- Pre term 1 all staff PD – support catering undertaken by Community Logistics
- New parent, C1 and C7 parents welcome morning tea
- P&F event – advertising and supporting
- P&F Ride to School (support advertising)
- Easter Festival and Market Day – background info/promotion in Pabulum
- School Tours – Co-ordinator with Enrolment Officer and Primary/High School Coordinators. Coordinate with Community Logistic for morning tea. Attend School Tour with Coordinator and support
- Plan Parent Education talks/Lisa Devine visits

Term 2

- Plan Parent Education/Lisa Devine visits where necessary
- High School Journey and Beyond info night support in organisation
- Open Day preparation with P&F
- Winter Festival – promotion/background info in Pabulum as part of Winter Festival Committee. Attend weekly Winter Festival Committee meetings

Term 3

- Plan Parent Education/Lisa Devine visits where necessary
- Open Day – advertising/press releases, co-ordinate opening (invite Mayor), monitor teacher/school stall holder well being
- Michael Festival – background info/promotion in Pabulum
- WA Steiner Day (if relevant)
- Order thank you cards for Term 4 (See Penny Champ). Discuss with Administrator gifts for Class Carers, P&F and other recipients

Term 4

- Plan support for any PD early next academic year including discussion regarding catering
- Plan any Parent Education/Lisa Devine visits
- Early preparation of Christmas thank yous/gifts. Source a relevant verse for the cards
- Class 12 Projects – Pabulum info and promotion, thank you gifts
- Support Class 12 Project Week
- High School Art Exhibition– invites/Pabulum info and promotion, support organisation of catering for opening whether it is tea/coffee snacks or a Class fundraiser, organise thank you gifts. Coordinate with Anthony Macleod
- Class 12 Plays (promotion) where necessary
- Class 12 Assembly - remind College of Teachers of need for gift for Class 12s. Support Morning tea (paid for by P&F)
- Primary and High School Music concerts - (Co-ordinate which class is catering as fundraiser – usually Class 6 or 11), thank you gifts
- Christmas Market - advertising

- Primary and High School inductions – C1, C7, C8(?) – remind Coordinators, co-ordinate with Community Logistis and Class Carers to set tea/coffee and parents bring plate if food is to be provided
- Kindy 6 Crowning Ceremony – support organisation of catering
- Pabulum thank you list from PWS – P&F, Class Carers, Parent Education group leaders (small gift from PWS), community who volunteers
- Advent/Christmas Festival – promotion/ background information in Pabulum, related Parent Education, co-ordinate with P&F for Administrator thank you and organise presentation (presented early in night)
- Organise New Parent morning tea for first day of next year and update New Parent info (as relates to Community Support – Festivals, Class Carers, volunteering, Pabulum....etc)

COMMUNITY SUPPORT OFFICER MISCELLANEOUS

General Community Support blackboard next to Canteen. Notice Boards.
Class Carer emails communicating School business – liase with Front Office

COMMUNITY SUPPORT LOGISTICS (for Community Support Officer Information)

Catering:

New parent am tea first day (tea/coffee, bought cake)
School tours (tea/coffee, Canteen biscuits)
PD days (tea/ coffee, food as required)
C12 am tea (after grad assembly – tea/coffee, P&F cakes)
Japanese students welcome (tea/coffee, juice, fruit, biscuits)
Art Exhibition opening (juice, fruit, sushi, cheese platter)
High School Journey (tea/coffee, nibblies)
Support catering for plays
Manage P&F tea/coffee box
Support inductions where necessary (bring a plate, juice, tea/coffee)
Kindy 6 Crowning ceremony (tea/coffee, bought cakes)

Blackboards – bus shelters, canteen blackboard

Open Day support

Update glass cabinets on Seekers Place wall with Art Work from High School Art Department or Primary School

Keep outside Canteen and Hall area neat, tidy and beautiful as possible

Direct parents to relevant place for information/support

Gifts throughout the Year

High School Journey – chocolates to presenting teachers, students and MC, Mark
Class 12 Project Presentations – Penny, Sarah, Donna, sound/lighting, Speech Team – check with Penny Champ (flowers/chocolate)
High School Art Exhibition – Anthony and other nominated people (chocolate)
Primary and High School Music Concerts – Paul and other nominees (chocolate/flowers/fruit and nuts!)
End of year gifts to Class Carers, parent group leaders, Pete Kraayvanger (something special)
Coordinate with P&F regarding gift to Bruce at Advent Festival (restaurant voucher)