



Perth Waldorf School

JOB DESCRIPTION

Teacher Training Coordinator

Perth Waldorf School seeks someone special to coordinate and be accountable to the school for a teacher training course (initially Primary curriculum) to support the growth and development of teachers in Western Australian Steiner Schools. The role may be expanded in coming years.

The role would encompass:

- organising adequate marketing,
- receiving applications,
- responding to enquiries,
- drawing up an appropriate and attractive program including payment terms and options,
- finding the right presenters,
- organising payment of those presenters,
- being available at the teacher training to ensure all aspects run smoothly,
- providing feedback to the presenters and making adjustments where necessary,
- dealing with issues between students and other matters that occur during the course,
- liaising with all the WA Steiner schools and Steiner Education Australia and
- taking overall responsibility for the health and success of the teacher training programme.

The Coordinator would have access to resources at the school including:

- the collection of fees,
- receiving telephone, email and Facebook enquiries,
- having space on the school website,
- using physical infrastructure such as classrooms and Williams Hall
- accessing consumable resources like paints and photocopies and
- networking with the many staff at both Perth Waldorf School and sister schools who could act as presenters and co-collaborators.

Aim of the position:

Ensure teacher training for all the West Australian schools becomes a sustainable, long term and ongoing program.

Essential Criteria:

- Ability to attend the teacher training classes which are likely to be one evening per week and two Saturdays per term
- Ability to manage the logistics of the sessions from booking rooms and ensuring presenters are properly equipped to providing food and drink and locking up afterwards and everything in between
- Ability to work in an Adult education setting, to “hold” a group of adults and to create an open culture of learning, questioning and debate with respect for all participants
- Demonstrated ability to use excellent interpersonal skills to communicate positively with all the stakeholders and work with digital technology to ensure efficiency in your communication (Eg texts, emails, message groups, Facebook inquiries etc)
- Ability to plan, publicise, programme, prioritise and organise all aspects of a teacher training course
- Have a work understanding of Anthroposophy and Steiner education in all its facets and a desire to broaden and deepen one’s own knowledge and the knowledge of others.
- Demonstrated ability to work with conflict and manage individual issues in a constructive and authoritative way
- Ability to work with the school’s culture and ethos in a positive and creative way
- Willingness to actively and regularly liaise with and possibly be a member of the Rudolf Steiner College Committee if invited
- Regularly liaise with all WA Steiner Schools to foster a sense of inclusion and involvement
- Demonstrated ability to work independently and take initiative

- Ability to work within a budget and be accountable for income and expenses
- Have a “can do” spirit that gets the job done using excellent social and emotional intelligence.
- Have a Working with Child Check or the ability to get one

Desirable but not essential:

- Have TRBWA registration
- Have artistic skills that could be used within the course
- Have taught the Steiner Curriculum and experienced the primary school curriculum journey and child development over those years

Starting date:

In order to commence a teacher training program in Term 1, 2019 and to ensure the school captures enquiries being made by prospective students the position would commence in a limited role as soon as possible.

Application process:

Please provide

- your CV,
- a cover letter outlining both the personal and professional qualities that make you suitable for this role and confirming you meet the essential criteria and
- the names of three referees.

Send applications to: employment@pws.wa.edu.au

Closing Date: 6th August, 2018 (PWS reserves the right to appoint someone to the position before the application cut of date)

Remuneration:

\$50 per hour of instruction provided in the course – “attendance fee”

\$50 per hour of instruction provided in the course – “preparation fee”

\$30 per student enrolled and fully paid per term (this means there is a increase in remuneration if there are more fully paid students per term)

For example: In the case where there were 20 students enrolled and they had paid the course fee and the hours of actual instruction were 40 hours in one term, the Coordinator would be paid \$4600

Total Instruction hours per term	Number of students enrolled and paid	Fee per fully paid student	Attendance fee per hour	Preparation fee per hour of instruction	Total Remuneration per term
40	20	\$30	\$50	\$50	\$4,600
				Per Year	\$18,400