ROLE DESCRIPTION | SECONDARY TEACHER

THE SCHOOL

Glenaeon is an independent Steiner school offering a holistic curriculum from Pre-School to Year 12 that meets and enriches the NSW syllabus requirements.

Our educational philosophy and practice were developed by, and evolves, out of the work of Rudolf Steiner. Our approach to learning encourages expansive thinking, development of the living spirit and profound connection to the wisdom of the past, realities of the present and possibilities of future.

Learning at Glenaeon takes place in a truly unique setting blending natural and built environments within a deeply connected community – people, place, purpose.

OUR MISSION

We provide a holistic and rigorous education that inspires imagination, creativity and the growth of good character within a deeply connected community.

OUR VISION

"Our highest endeavour is to develop young men and women who out of themselves are able to impart meaning and direction to their own lives".

- Dr Rudolf Steiner (attributed)

ROLE PURPOSE

The Secondary Teacher facilitates a creative and supporting learning environment and teaches the subject matter to secondary high school students. The Secondary Teacher will prepare differentiated lesson plans to accommodate all learners, foster motivation, resilience and intellectual curiosity in students as well as cultivate an appreciation for the Subject.

REPORTING RELATIONSHIPS

Reports To: Head of Department, Deputy Head of School and Head of School

Direct Reports: Nil

Glenaeon
Rudolf Steiner School

KEY RESPONSIBILITIES

1. Teaching and Learning

- Plan, prepare and deliver instructional activities that facilitate active learning.
- Establish and communicate clear objectives for all learning activities.
- Prepare classroom for class activities.
- Provide a variety of learning materials and resources for use in educational activities.
- Identify and select different instructional resources and methods to meet students' varying needs.
- Instruct and monitor students in the use of learning materials and equipment.
- Use relevant technology to support instruction.

2. Student assessments and reports

- Observe and evaluate students' performance and development.
- Assign and grade class work, homework, tests and assignments in a timely manner.
- Develop and implement assessment plans and schedules in line with regulatory frameworks and School policies.
- Provide appropriate feedback on student work.
- Encourage and monitor the progress of individual students.
- Maintain accurate and complete records of students' progress and development.
- Update all necessary records accurately and completely as required within regulatory frameworks and under School policies.
- Prepare required reports on students and activities.

3. Students

- Be available for consultation with students and their parents regarding subject needs and wellbeing.
- Engage with documents that relate to individual student's needs.
- Liaise with appropriate staff to address the academic, learning and wellbeing needs of students.
- Perform pastoral duties including but not limited to student support, counselling students with academic problems and providing student encouragement.
- Communicate necessary information regularly to students, colleagues and parents regarding student progress and student needs.
- Manage student behaviour in the classroom by establishing and enforcing rules and procedures that are in line with the School's policies and procedures..
  Maintain discipline in the classroom and playground accordance with the School's policies and procedures.

4. Staff

- Participate in professional development plan in line with individual needs and strategic priorities of the School and department.
- Participate in department, staff and school meetings, and attend parent meetings as required.
- Keep up to date with developments in subject area, teaching resources and methods and make relevant changes to instructional plans and activities.

- Engage in further studies in Steiner Education through independent research, staff meetings and/or external courses.

5. Policy making and implementation

- Contribute to the implementation of internal policies and organisation and share in decision making of a general nature through active participation in staff meetings and conferences.
- Ensure that school and department policies are properly and effectively implemented.
- Ensure teaching practices are consistent with school policies and regulatory requirements.

6. Other duties

- Ensure all student records (both hard and soft copy) are maintained and kept secure.
- Comply with the School's policies and procedures as well as contributing to the School's strategic and yearly Management Plan.
- Attend meetings, training, school functions as required to support the cultural life of the School and perform regular duties such as playground duty etc. Some of these may require attendance out of hours.
- Undertake other duties as required by the Head of School or delegate.

REQUIREMENTS FOR THE ROLE

- Training, experience or interest in Steiner Education
- Tertiary Education Qualifications in Secondary Teaching
- Tertiary Qualifications in the relevant field (e.g., Science, English, Visual Arts)
- NESA Accreditation at Proficient or higher
- Current Working with Children Check.
- Excellent communication and interpersonal skills.
- Effective collaboration skills.
- Motivation, dedication and enthusiasm for learning.
- Ability to work autonomously and proactively but also as part of a dynamic, creative team.
- Maintaining loyalty, confidentiality and support for the school.
- Willingness to actively support the implementation of Steiner pedagogy and maintain the ethos of the school.
- Flexibility and willingness to adapt to the changing demands of a small school, daily and by semester.

WORK HEALTH AND SAFETY (WHS)

Actively support and contribute to the maintenance and development of a safe working environment by:

- Identifying and reporting incidents/hazards/injuries/potential hazards
- Participating in WHS training and education as appropriate, and
- Engaging with the School's WHS policies and procedures.

CHILD SAFETY

All children and young people who come to Glenaeon Rudolf Steiner School have a right to feel and be safe. We are committed to providing a child safe and child friendly environment, where children and young people are safe and feel safe and are able to actively participate in decisions that affect their lives.

We have a zero tolerance for child abuse and other harm and are committed to acting in students' best interests and keeping them safe from harm.

The School regards its child protection responsibilities with the utmost importance and is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintaining a child safe culture.

Each member of the School community has a responsibility to understand the important and specific role they play individually, and collectively, to ensure that the wellbeing and safety of all students is at the forefront of all that they do, and every decision they make.

The School's Statement of Commitment to Child Safety has been designed to reflect the National Principles for Child Safe Organisations.

TERMS OF EMPLOYMENT

Permanent/fixed-term part/full-time.

REMUNERATION

Teacher classification is based on **Independent Schools (Teachers) Cooperative Multi-Enterprise Agreement 2025.**