

LYSS Position Description: Specialist Teacher

The School

Little Yarra Steiner School is a single streamed comprehensive K -12 school that works out of the Waldorf/Steiner school impulse. It is a full member of the Rudolf Steiner Schools Australia, and Independent Schools Victoria associations. The School itself is located outside Yarra Junction in Victoria.

Role of the Teacher

The specialist teacher's role is to undertake the delivery of the curriculum within their discipline. He or she aims to be a figure of moral authority based on commitment, care for the students and a willingness to develop a healthy professional relationship with the parents.

Teacher's responsibilities

The specialist teacher's primary responsibility is to bring in an artistic way the curriculum as outlined by the school. In doing this the specialist teacher is expected to work in cooperation with their fellow teachers, and the school's policies and procedures. Further responsibilities include but are not limited to the following:

- To work out of an Anthroposophical understanding of child development
- To work with and follow the directives given by the Management Group
- To recognise and respect the individuality of each student in the class – both their gifts and their challenges
- To teach out of a respect for the students
- To widely research their subjects
- To create and maintain a sound learning environment in the classroom
- To be prepared for all lessons
- To use a variety of strategies to engage all the students in class in the lessons taught
- To develop and use a variety of strategies for behaviour management in the classroom
- To keep on-going assessment records of each student in the class
- To communicate with, and support, other teachers of the faculty
- To maintain, or assist in maintaining, the room and equipment dedicated to their discipline
- To ensure that adequate resources and materials are available for the teaching of their lessons.
- To attend staff and faculty meetings (unless otherwise negotiated with the faculty)

Professional Responsibilities

- To be at school for their committed hours of employment, and be punctual for lessons, duties, and meetings.
- If the teacher is not in charge of the class at any time during the day he/she may leave the campus but should inform the office beforehand.
- Interviews, extra meetings, parent-teacher evenings, excursions and performances may all require the teacher to be at school outside school hours.
- All staff members are required to attend the January conference each year and curriculum days as scheduled throughout the year.
- Teachers will perform break duties or other duties as part of the duty-of-care responsibilities.

- Each teacher will prepare a program of the lessons they intend to teach at the beginning of each year, outlining briefly the lessons for the year.
- Records relating to students, lesson plans and incidents are to be kept in the appropriate file in the office.
- Student reports should be completed at least twice a year that comply with federal regulations for reporting and with attendance noted, as well as a comment on the development and progress of the student. These reports and copies of any specialist reports or other official information relating to the student should be kept on his/her file located in the office.
- The curriculum approved by the College of Teachers/Management Group is to be followed. Any deviations from this curriculum should only be undertaken with the consent of the College of Teachers of the Management Group.
- Where a parent asks for a meeting with a teacher, the teacher is required to make him/herself available at a mutually convenient time, however, the teacher is welcome to seek support with these meetings from a colleague or member of the Management Group if he/she feels it is necessary.
- Within reasonable limits and depending upon the circumstances, teachers may be asked to do relief teaching when other teachers are absent. (See relief teaching procedures.)
- Teachers may be asked to join an interview committee, take part in curriculum writing, undertake specified professional development, represent the school officially and other administrative duties as required by the Management Group.
- College members will have extra duties as required.
- Teachers are expected to have a positive and professional working relationship with their colleagues.
- Registration requirements demand that teachers regularly take part in professional development. The scope and frequency of activities will be negotiated with Faculty by the Management Group.
- When taking leave ensure that, whenever possible, the Management Group is informed in advance of your absence.
- To attend weekly staff and faculty meetings.
- To follow the procedures and policies of the School.
- To ask for assistance when needed.
- To participate in regular appraisals/reviews of their teaching.