The Perth Waldorf School

“At Perth Waldorf School we are committed to promoting the safety, health and wellbeing of children and young people and expect all school staff, parents, students, volunteers and visitors to the school to share that commitment”

School Coordinator/Community Development Coordinator (Deputy Principal)
To commence in 2020 or before

Salary from $116,000 pa. 1 FTE (a lower FTE may be considered for the right candidate)

Closing Date: On or before 1st November, 2019. Applications will be reviewed upon receipt and the school reserves the right to appoint prior to the close of applications or re-open the recruitment process after the closing date if necessary.

About Us
The primary aim of the Perth Waldorf School (PWS) is the provision of high quality education based on the insights of Rudolf Steiner. Based in the southern suburb of Bibra Lake, we provide a Steiner Education for children from early childhood (Playgroup, Kindergarten) to Class 12. With over 540 children in attendance and 100 staff members, PWS is committed to delivering a curriculum that is culturally rich, integrated and artistic. Feedback from our Class 12 Graduates is that they have been seen and supported as individuals by their teachers, the curriculum is enlivening and enjoyable and they move into tertiary study with confidence.

Perth Waldorf School’s successful development has been a result of active, conscientious work including positive leadership. It is vital that this is maintained and enhanced by you. We are not seeking a disrupter eager to make their mark and move up the ladder but a team player who loves the art of leadership and helping others achieve their potential. You will engage with all aspects of the school and you will play a supportive role to the School Administrator (Principal).

About You
This role is critical to the success of the school and will require an individual with proven leadership potential who can demonstrate the expertise and proficiency needed in supporting a highly successful school with a focus initially on the High School.

The successful candidate will need to demonstrate a strong commitment and advocacy for the Steiner philosophy, a willingness to authentically develop their wisdom from engagement with anthroposophy and have knowledge of curriculum management towards meeting the needs of students who stand before us.

The successful School Coordinator will be a model of integrity with the ability to apply a high level of social and emotional intelligence in all situations. They will lead by example by being flexible in their approach and will demonstrate a positive balance between management, people and Steiner pedagogy. Qualities including creativity, equanimity and grace to support
the school to reach its highest potential will be highly regarded. The ability to create and maintain a warm, caring and enthusiastic culture among staff and students is essential.

A WWCC and registration with TRBWA are essential.

A remuneration package linked to similar positions in West Australian state schools will be negotiated with the successful applicant. A minimum starting salary being $116,000. The school would consider supporting relocation costs to Perth for the right applicant.

About the Role
The School Coordinator will work in partnership with the School Administrator (Principal) to deliver on the following key areas:

Vision
- Contribute to the ongoing growth and development of the whole school, with a focus on the High School to ensure the full Steiner Curriculum is delivered by well supported and committed teachers and auxiliary staff who are all engaged in the ethos of the school and the Anthroposophical impulse.

Strategic Planning
- Effectively facilitate the planning and the processes required to deliver on goals and objectives in conjunction with the School Administrator, College of Teachers, other Coordinators and School Council.

College of Teachers, Faculty Coordinators & School Council
- Work in collaboration with various stakeholders within the school to ensure the quality and integrity of Steiner education at PWS and ensure alignment with the National Steiner Curriculum.

Administration
- Work in collaboration with the High School Coordinator (Administration) and Teacher and Curriculum Development Coordinator to oversee the day to day operations of the High School including good budget controls and accountability for spending, maintenance, risk management, staffing and staff management, policies and procedures and compliance with state and federal legislation and school registration standards.
- Work in collaboration with all the faculty coordinators to oversee and be responsible for the enrolment of students and maintaining enrolment targets.

Staff and students
- Ensure the culture of caring, respect and rigour is maintained.
- Ensure the health and wellbeing of students as well as their social, emotional and academic needs are being met appropriately.
- Ensure compliance with current legislation especially in the area of Child Protection.
- Work with the College of Teachers in providing personal and professional development where required.

School and community
- Develop and foster relationships between internal and external agencies, committees and individuals relevant to the school. This may include outreach programmes, overseas student tours, local charities, sports and community
organisations and especially links with Waldorf schools in Australia and internationally.

- Identifying, developing and implementing needed programmes in the school is a key expectation of the role

**Applications**

Your application will include the following:

- Cover letter addressing your suitability for the role (max 2 pages)
- Detailed and current CV (max 4 pages)
- Contact details of 3 professional referees

*All applications for this position must be directed to;*

The School Administrator

[employment@pws.wa.edu.au](mailto:employment@pws.wa.edu.au)

If you think you may have the right mix of experience and insight to bring value to this role but need some extra encouragement to take your application further, School Administrator Bruce Lee welcomes a conversation by phone on 08 9417 3638.

Perth Waldorf School welcomes applications from interstate and overseas applicants and may be able to assist with costs associated with visiting the school throughout the recruitment process and re-location for the successful candidate.

**Closing Date:** On or before 1st November, 2019. Applications will be reviewed upon receipt and the school reserves the right to appoint prior to the close of applications or re-open the recruitment process after the closing date if necessary.