



TEACHER ASSISTANT - BRAILLE

Job Description

20th October 2021

"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."

We are willing to have a conversation around possibilities, so please contact the Primary School Coordinator at kmazzer@pws.wa.edu.au.

The main role of the Teacher Assistant - Braille is to contribute to the education of a student with vision impairment. The successful applicant will assist the teacher in delivering planned education programs, encouraging a supportive and inclusive learning environment and will work under limited supervision.

Job Responsibilities

1. To support the class teacher in their work;
2. To observe the child, provide feedback to teachers and contributing to the relevant paperwork where appropriate;
3. To assist in preparation of lessons and care of the classroom;
4. To be aware of and attend to the needs of the child and to respond appropriately;
5. To help with the daily preparation of materials and activities, snacks and lunches;
6. To work with the child on craft and other activities, help the child focus and engage during whole class learning activities;
7. To take care of the child needing comfort or first aid;
8. To keep information confidential, referring parent concerns to the teacher;
9. To attend School Professional Development days, School faculty and teachers' meetings (on a pro-rata basis). Also attend parent meetings and Festivals when and if required. Some evenings and weekend days may be required;
10. To perform other duties such as the teachers and Coordinator may from time to time reasonably require;
11. To uphold Perth Waldorf School policies and work within the principles of Steiner Waldorf Education;
12. To attend training courses as necessary for work.

This job description is not an exhaustive list of duties and the applicant will be required to undertake any other reasonable duties discussed and directed by the Coordinator.

Essential Criteria

- A commitment to training in operating a Perkins Braille Machine or Polaris Braille Sense for the purpose of transcribing;

- Well-developed verbal, written and interpersonal skills, including the ability to effectively interact with blind or vision impaired students, liaise with parents, teachers and community members and where necessary assist teachers in understanding students;
- Well-developed organisational skills and ability to contribute to a professional team to develop and deliver an effective education program;
- Knowledge and understanding of issues relevant to vision impaired students;
- Personal warmth, patience, tolerance, empathy, understanding and positivity;
- Exceptional self-motivation and sense of responsibility;
- Ability to work both as a part of a team and independently, co-operating and working with staff and parents;
- To follow directions appropriately and in a timely way;
- Capacity to be a role model worthy of imitation by children in your care.

Preferred Criteria

- Awareness and experience of working within a Steiner/Waldorf environment;
- An approved Steiner/Waldorf qualification or equivalent relevant experience;
- A valid First Aid Certificate.

Personal Attributes

- A role model worthy of imitation by the children in the school;
- Warmth in social interaction; offering the children the possibility to be themselves in the relationship, e.g. allowing children to try things for themselves while being present if help is required, without comment or judgment;
- Patience – e.g. allowing the children's participation in activity to unfold in its natural time.
- Tolerance and perseverance – e.g. awareness of the need for repetition in development of skills;
- Empathy – to strive to understand the position of the other;
- Positivity – to seek a positive view of situations;
- Reverence – for the surroundings and each individual within it;
- Creativity – to enjoy stories, singing, crafts and art;
- Willingness to learn – to participate in personal and professional development and to continuously develop skills and knowledge in areas which contribute to the job role.