Primary Coordinator

APPLICANT PACKAGE

Acknowledgement of Country

Linuwel ngarralbaa marrungbu Wonnarua guridjar barray ngarra-baryn
Nyiirun marrungbu yii barra-marrung guri guba barrayba ngularu-bang
Nyiirun marrungbu gurila bangay butunga ngarraba djuya barray guwiyn-baa
Ginyaang-djukal nguka ngarraba gatha nyiirunang.

Linuwel Steiner School respectfully acknowledges the Wonnarua people as the traditional custodians of the land upon which our school lives.

We acknowledge that this beautiful country has been cared for by the Aboriginal and Torres Strait Islander peoples for over 60 thousand years, living in harmony with nature.

We give thanks to Elders past, present and future for sharing, through stories, their spiritual knowledge and wisdom of this land and her sacred places. It is a blessing to learn, share and grow together.

Linuwel Steiner School Vision

Our vision is a school that provides a contemporary, relevant education that empowers students to meet their destiny with certainty through a sense of connection to place and community, self-knowledge, courage, compassion, and creativity.

The aim of the educational experience at Linuwel Steiner School is to develop empathetic individuals who can contribute with purpose and direction to the renewal of the world for the betterment of all.

WELCOME

Thank you for your interest in the position of Primary Coordinator at Linuwel Steiner School. The position offered is a full-time permanent role, commencing July 2026, subject to the availability of the preferred candidate.

In this application package, you will find information on our school, including the vision to which all shared endeavour is oriented.

You will also find information on responsibilities associated with the role, as well as information on how to apply.

Once you have read the application package carefully, you are warmly encouraged to contact me on 0414 327 728 to discuss the role.

Abigail Sawyer

Head of School

HOW TO APPLY

To apply for this role, applicants are to provide:

1. A cover letter (no more than 1 page) explaining why you consider yourself suited to the role and what has drawn you to apply.
2. A current Curriculum Vitae, outlining your qualifications and work experience.
3. Contact details for three referees, one of whom must be your current supervisor.
4. Statement (not more than 5 pages) in response to the 7 selection criteria outlined in this document.

Applications should be converted into a single PDF document, then forwarded to the Head of School abigail.sawyer@linuwel.nsw.edu.au by 5.00pm Monday 1st June 2026.

Please name the subject of your email "Confidential Application Linuwel Primary Realm Coordinator".

Applications will be assessed based on merit. Short-listed applicants will be contacted by email or phone to negotiate a suitable time for an interview (face-to-face or online).

Tips for presenting your best case

In your cover letter, refer to skills and experience aligned with those listed in the role description.

In your statement in respect to the five key responsibility areas, describe your skills and attributes, giving examples of how those skills and attributes have enabled positive outcomes.

THE ROLE

The Primary Realm Coordinator is a key leadership position within the school and is a member of the School Executive Team and Education Committee. The role is advertised as 1.0FTE, inclusive of a teaching component of up to 0.4FTE as negotiated with the successful applicant.

The Primary Realm Coordinator proves collaborative leadership, management and support to a team comprising approximately 15 staff, including teachers, learning and wellbeing support staff, and school counsellors.

The responsibilities of the Primary Realm Coordinator are outlined in the position's role description, which is included in this package. Additional information about our school, including vision, values and key policies, is available on our website.

Potential applicants are warmly invited and encouraged to contact our Head of School Abigail Sawyer 0414 327 728 to discuss the position.

Hours of duty

The Primary Realm Coordinator is generally expected to be on site from 8.15am to at least 3.15pm on school days and longer when required to attend scheduled after-school meetings or events. The Primary Coordinator may not leave the site if any Primary students have not yet been returned to their parents' care, unless by agreement with the Head of School.

Like other teachers, the Primary Realm Coordinator may be expected to attend school events, including camps, and be available to meet with parents as required.

The Realm Coordinator will be expected to lead after-school Realm Meetings once/week during term time, as well as attend after-school meetings of the entire teaching faculty and Education Committee (one of each per fortnight).

The Primary Realm Coordinator may also be asked to attend the school on some days during paid non-term time, to work with other members of the School's Executive team on school planning and other operational tasks.

Remuneration

The position is a Leadership Level 3 position under the *Independent Schools (Teachers) Cooperative Multi-Enterprise Agreement 2025.*

All teachers at Linuwel, including Realm Coordinators, are entitled to 4 weeks Annual Leave as per the Award.

Other school holiday periods (10 weeks) are paid as accrued non-term time. There is a requirement that all teachers at Linuwel, including Realm Coordinators, participate in 4 days of approved professional learning during paid accrued non-term time, attending either the Newcastle Intensives for Steiner teachers or another approved

program of study for Steiner teachers (Melbourne Intensives or Steiner Education Australia National Teachers' Conference.)

There is a further requirement that teachers, including Realm Coordinators, spend up to a week at school in the week before the school year commences (Prep Week), working together on teacher professional learning, programming or preparation. This leaves 8 weeks of paid accrued non-term time when teachers and Realm Coordinators are not generally required to attend but expected to independently program and prepare so that they are ready to meet children with joy and equanimity at the start of each school term.

Other entitlements are as per the Award.

Probation

The position will be subject to a six-month probation period.

Essential qualifications

- Bachelor or Master of Education or Teaching.
- Qualifications and/or experience in Steiner/Waldorf pedagogy
- Current NSW Working with Children Check (WWCC)
- Current NESA accreditation at Proficient or Above.
- Current First Aid certificate.

SELECTION CRITERIA

1. A sense of spiritual striving, as evidenced by a commitment to reflective practice, and ability to apply anthroposophical understandings of child development to leadership of the Primary Realm.

2. High-level organisational skills, including time management, development of rosters/plans, and workflow management, to enable reliable delivery of school programs.

3. Demonstrated ability to grow and sustain inclusive, effective and safe learning environments, including through restorative practices.

4. Demonstrated ability to lead collaborative planning, monitoring and review of curriculum, teaching and learning and student assessment, ensuring alignment with Steiner indications and evidence-based pedagogical practices, as well as compliance with regulatory requirements.

5. Ability to nurture collegial striving and collaboration towards collective understanding and action.

6. Ability to build trust, inspire and motivate students, staff and families through the application of excellent interpersonal and conflict resolution skills.

ABOUT LINUWEL

Linuwel Steiner School draws upon Steiner's picture of human development to design and deliver educational programs to approximately 250 children and young people in Preschool, Primary and Primary realms.

Our school is situated on Wonnarua land in Maitland NSW, a large regional centre around 30 minutes' drive from Newcastle. The school nestles around a wetland environment and has a peaceful rural outlook. Linuwel has a strong commitment to Reconciliation, including a deep reverence for place and community.

Our Primary provides an intimate, community-centred experience for students in Classes 1-6, with a single class for each year level.

To maintain registration in New South Wales, the school complies with regulatory requirements as determined and administered by the New South Wales Education Standards Authority (NESA).

The school enjoys strong relationships with colleague Steiner schools Australia-wide, with the Primary Realm Coordinator, Head of School and other members of the leadership team engaging in professional development and networking activities nation-wide.

The primary school curriculum has been developed through a blending the Australian Steiner Curriculum Framework and NSW NESA outcomes and content. The school also delivers a rich and nourishing program of Outdoor Education, including bi-annual class camps and frequent excursions. The school's signature pedagogies are Steiner education pedagogy and Explicit Teaching for the development of literacy and numeracy skills.

The current moment

Alongside our School Board, our school leadership team seeks to plan for the School's prosperous future, revitalising and further developing school facilities, optimising enrolments and strengthening the social health of the school. The Primary Realm Coordinator will contribute to strategic and operational planning, through involvement in the Executive Team and Education Committee.

ROLE DESCRIPTION: PRIMARY COORDINATOR

The Primary Realm Coordinator is a key leadership position at Linuwel. Along with other Realm Coordinators (Early Childhood and High School), the Primary School Realm Coordinator strives to provide inspirational leadership, uphold the school's vison and values, and guide the Primary School Realm in the light of anthroposophy.

The Primary School Realm Coordinator, supported by the Head of School oversees delivery of high-quality curriculum aligned with the core principles of Steiner education.

In addition, the Primary Realm Coordinator leads and manages the development and implementation of systems and processes that support student and staff wellbeing. The Primary Realm Coordinator manages human resources within the realm, completes key administrative tasks and builds harmony within the primary school team and across the school.

In completing their tasks, the Primary School Realm Coordinator is expected to adopt a whole-school ethos and strive towards collective leadership, working with others to build a cohesive professional community and align practice schoolwide.

Responsibilities:

Teaching and Learning

- Support and guide class teachers in their work, enabling curriculum delivery aligned with Steiner educational philosophy.
- Supervision and oversight of teaching and learning in the primary school, including lesson planning, curriculum development, assessment and reporting.
- Coordinate planning and delivery of professional development tailored to the needs of the Primary Realm.
- Coordinate data collection, assessment and reporting and support teachers to utilise data to inform differentiated teaching.
- Lead and manage planning and delivery of learning support in the Primary Realm, in cooperation with the School's Learning Support Team.

Wellbeing

- Lead implementation of the school's Positive Behaviour Support Guidelines within the Primary Realm, supporting teachers to create nourishing learning environments and effectively manage student behaviour.
- Model and lead implementation of restorative practices in the Primary School, including by providing the Wellbeing Teacher with professional guidance and support.
- Communicate with parents/carers in respect to their child's behaviour and wellbeing, adopting a supportive and educative stance that advances community knowledge of Steiner's views of evolving human development and consciousness.
- Lead development and maintenance of systems and processes, including referral pathways and communication protocols, that support the timely identification, assessment, monitoring and support of students requiring additional support.
- Encourage, enable, promote and monitor student attendance.
- Plan and coordinate activities to enable and support nourishing student transitions between Kindergarten and Class 1, as well as between Class 6 and entry into Linuwel's High School.

Human Resources

- Design, lead and manage systems and processes to ensure continuous delivery of high-quality learning and supervision, including timetables, and duty rosters for teachers and support staff in the Primary Realm.
- Oversee mentoring and instructional coaching processes in the primary school.
- Allocate and communicate duties to full-time, part-time and casual teaching staff and Student Learning Assistants (SLAs).
- Develop systems and processes to enable effective casual cover of school program that maintains high standards of student safety, learning and wellbeing.
- In collaboration with other members of the school executive, plan and deliver professional learning, support and supervision to ensure alignment of practice with Steiner indications, school policies and procedures.
- Manage the recruitment, selection and induction of primary school teaching staff, including casual teachers, whose values and practices align with the school's vision and values.
- Support the wellbeing of teachers and other support staff.

- Co-operate with the Business Manager to identify the administrative needs of the Realm, negotiate solutions, set and administer Realm budgets.
- In collaboration with the Head of School, manage the performance of Primary staff to ensure alignment with the school's code of conduct and all school policies and procedures.

Administration/compliance

- Liaise with the School Registrar to process enrolment applications in a timely fashion, recruiting new students with regard to the health of the school community.
- In cooperation with the Business Manager, oversee the purchase, maintenance and use of primary school facilities and equipment.
- Within the Primary School Realm, ensure compliance with School WHS, child protection, and other policies and procedures, including completion of incident reports, management of critical incidents and risk management planning.
- Contribute to the development of school policies and procedures aligned with the school's vision and values.

Community building

- Foster a strong sense of community among students, parents, and staff, promoting collaboration and open communication.
- Lead a working group to coordinate a seasonal festival.
- Coordinate primary school participation in whole of school activities and external events.
- Assist the Head of School with other tasks as negotiated.

Reports to	Head of School
Direct reports	Primary School Teachers, Mentors and Specialist Teachers Learning and Support Teachers, Student Learning Assistants Primary School Wellbeing Teacher
Committees	Executive Committee Education Committee
Financial Delegations	Primary School Education Budget Casual Staff Allocation