

# Position Description

Position Title	Teacher – Secondary Learning Support
Department	Indigenous Program
Reports To	Indigenous Program Coordinator
Overview	<p>St Peters offers a range of support for exceptional learners. One area of support is designed to directly support first nations students. This program is called links to learning. The Indigenous education program is designed to support teachers in supporting first nations students with educational needs throughout the school. Learning support teachers assist students with recognised learning difficulties or disabilities or special needs to access the curriculum and collaborate with the teachers of these students extensively. This is achieved through collaboration with classroom/subject teachers, writing Individual Support Plans, developing and organising the structural support required for identified students.</p> <p>Learning Support teachers also assist classroom teachers to develop classroom practices that facilitate student-learning for those with learning difficulties. The support teacher is required to work with classroom teachers, empowering them in catering to the diversity of abilities found within any classroom.</p> <p>This particular learning support position, for a large portion of the role, will work with Indigenous Program (IP) students. The remaining part of the role will assist Secondary students who require learning support.</p> <p>Knowledge of the cultural sensitivities relating to Indigenous Education would be favourable, as would a mathematics/science background.</p>
Key Accountabilities	<p><b>1. Organise and provide learning support for Indigenous Program students and other secondary students with learning needs.</b></p> <ul style="list-style-type: none"> <li>• Diagnostically test students, as required.</li> <li>• Teach students with learning difficulties or disabilities in the classroom or where necessary in a withdrawal setting.</li> <li>• Maintain records of student assessments, progress and reports; some information of which is confidential</li> <li>• Assist with completion of documentation and record keeping for relevant organisations eg NCCD.</li> <li>• Coordinate the establishment and maintenance of Individual Support Plans with classroom teachers.</li> <li>• Work with classroom teachers to provide classroom strategies and support for students with educational needs.</li> <li>• Where possible, meet with parents to support and guide them through their child's educational needs.</li> <li>• Assist with special provisions for students with identified learning needs.</li> <li>• Liaise with Advisory Visiting Teachers or outside services, including Specialists</li> <li>• When necessary assist teachers on excursions or camps where there are children with high needs.</li> <li>• Maintain professional development to keep up to date with new knowledge of effective teaching for students with disabilities and or learning difficulties.</li> </ul>

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	<ul style="list-style-type: none"> <li>Ensure the learning environments conform to Health and Workplace Safety standards.</li> </ul> <p><b>2. Develop and Maintain Positive Relationships</b></p> <ul style="list-style-type: none"> <li>Communicate calmly, directly and honestly with parents regarding their child's needs while being sympathetic to the situation.</li> <li>Work effectively and collegially as a member of a College team in a range of activities.</li> <li>Exercise effective communication skills with students, colleagues, parents and others both within the College community and in the wider community.</li> <li>Positively promote the College both within the College community and in the wider Community.</li> <li>Establish positive relationships with parents and family members, responding promptly to parent or student concerns.</li> <li>Establish positive and effective relationships with students, and encourage in them a positive and appropriate sense of self-worth.</li> <li>Participate in partnerships with colleagues to reflect critically and constructively upon and to improve teaching and learning practice.</li> <li>Maintain confidentiality in regard to sensitive or private information about students, families, colleagues and the College, and also communicate information appropriately when necessary in the interests and well-being of the College community.</li> </ul> <p><b>3. Monitor student progress and report back to the Indigenous Education Program Coordinator.</b></p> <ul style="list-style-type: none"> <li>Maintain accurate and comprehensive records of student progress and achievement</li> <li>Collate and analyse data required for LS and within the Exceptional Learners Department.</li> <li>Respond appropriately to student misbehaviour, with calmness, respect and avoiding recourse to aggressive behaviour, and identify factors contributing to prolonged, repeated or severely irresponsible behaviour and seek resolutions.</li> <li>Attend professional development activities as required.</li> </ul> <p><b>4. Regularly consult with the coordinator of the Indigenous education department on matters of significance to the College, related to Learning Support.</b></p> <ul style="list-style-type: none"> <li>Upload information and maintain relevant tabs on Synergetic.</li> <li>Complete administrative tasks accurately, according to necessary deadlines, and maintain accurate records.</li> </ul> <p><b>5. Other Responsibilities</b></p> <ul style="list-style-type: none"> <li>Prepare and maintain materials, which will be used to assist students.</li> <li>Other duties as determined by the coordinator of the Indigenous Education Program or Head of Teaching and Learning Innovation.</li> </ul>
<b>Selection Criteria</b>	<p><i>These selection criteria will form the basis to assess applicants for short-listing and determine the successful applicant:</i></p> <p><b>SC1 – Qualifications</b></p> <ul style="list-style-type: none"> <li>Registered or be able to gain registration with the Queensland College of Teachers to teach in Queensland.</li> </ul>

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	<ul style="list-style-type: none"> <li>Have qualifications in Special Education and/or Learning Support.</li> </ul> <p><b>SC2 – Demonstrated willingness to support the Christian ethos of a Lutheran College.</b></p> <ul style="list-style-type: none"> <li>By example model participation in services, devotions and classes.</li> <li>Articulate the mission of a Lutheran College and its values.</li> </ul> <p><b>SC3 – Demonstrate a high level of communication and interpersonal skills when relating to students, parents and other teachers.</b></p> <ul style="list-style-type: none"> <li>Sensitivity to students’ concerns and capacity to develop strategies to assist student needs.</li> <li>Contribute to the building of confidence and self-esteem with students.</li> <li>Sensitivity to parent concerns regarding the emerging and ongoing educational needs of their child.</li> <li>Collaborate effectively with a range of staff to support the needs of a diverse range of students.</li> </ul> <p><b>SC4 – Demonstrate ability to select and use appropriately, a wide range of teaching and assessment strategies to suit the needs of a diverse range of students in learning support.</b></p> <ul style="list-style-type: none"> <li>Preparation, planning and teaching strategies.</li> <li>Assessment and reporting practices – ability to provide constructive, supportive advice to parents.</li> <li>Classroom management strategies when dealing with challenging behaviours.</li> </ul> <p><b>SC5 – Demonstrated capacity to reflect critically upon their professional practice.</b></p> <ul style="list-style-type: none"> <li>Willingness to participate in professional development activities.</li> <li>Assist in promoting the Exceptional Learners Department within the College community by cooperatively working with other staff.</li> </ul> <p><b>SC6 – Demonstrate the capacity for best practice in the development, implementation and evaluation of curriculum, assessment and pedagogy in learning support.</b></p> <ul style="list-style-type: none"> <li>Knowledge of teaching and learning that is supported by a foundation of academic and professional expertise.</li> <li>Understanding of current educational issues.</li> <li>Application of information and communication technologies in the classroom as well as collecting, organising, analysing and processing data.</li> <li>Ability to contribute to the identification and programming of students with learning needs.</li> <li>Support teachers to develop and implement teaching and learning programs appropriate for a diversity of student interest and ability.</li> </ul>
Hours of Duty	Full time
Terms and Conditions	<p><b>Classification</b> – Relevant teacher proficiency level</p> <p><b>Salary</b> – refer to Enterprise Agreement.</p> <p><b>Tenure</b> – contract until 31 December 2025</p> <p><b>Terms and Conditions</b> – Please refer to the <i>Queensland Lutheran Schools Single Enterprise Agreement 2024</i> <a href="#">Queensland-Lutheran-Schools-Single-Enterprise-Agreement-2024-1.pdf</a></p>
Location	St Peters Lutheran College – Indooroopilly 66 Harts Road

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<b>Professional Behaviours</b>	<p>Applicants are expected to respect and uphold the College's Mission of "Excellence in Christian Co-Education", support the Christian ethos of St Peters Lutheran College and demonstrate courtesy, co-operation and teamwork with fellow members of staff.</p> <p>Uphold Code of Conduct and Valuing Safe Communities standards.</p> <p>Actively and effectively participate in reasonable directions provided.</p>
<b>Child Protection</b>	<p>All employees of St Peters are required to familiarise themselves with and adhere to the College's Child Protection Policy and Procedures, and complete annual Child Safety Training.</p>
<b>Health &amp; Safety</b>	<p>All employees are required to take reasonable measures to protect their own health, safety and wellbeing, and that of others, and to follow all reasonable Health and Safety policies, guidelines, and directions.</p> <p>Managers hold additional accountability for operational management of safe work practices in their area, including making appropriate resources, information, and training available to their team members.</p>
<b>Policies &amp; Procedures</b>	<p>Employees are expected to understand and act in accordance with St Peters policy and procedure documents that are available on the College's intranet, relevant legislation and directions within the employment contract and/or <i>Queensland Lutheran Schools Single Enterprise Agreement</i> and take the responsibility to maintain currency with these.</p>
<b>Compliance Requirements</b>	<p>Current Blue Card and/or Queensland College of Teachers Registration.</p> <p>Identified positions will require additional security clearances. All successful candidates will be required to obtain and maintain currency and levels of security clearance.</p> <p>Timely completion of mandatory training requirements and training relevant to their role.</p>
<b>Other relevant information</b>	<p>The College will conduct relevant and required applicant checks which includes and is not limited to, contacting current and previous employer(s) to substantiate employment history, past conduct and performance.</p> <p>St Peters Lutheran College aims to be a preferred employer by fostering and valuing diversity, ensuring equitable and fair treatment for all, and respecting and upholding human rights.</p> <p>The College is committed to increasing the participation rate of Aboriginal and Torres Strait Islander people through best-practice recruitment methods and producing positive training and employment outcomes for Aboriginal and Torres Strait Islander people within the wider communities.</p> <p>The collection and handling of information will be consistent with the requirements of the <i>Privacy Act 1988</i>.</p>

Further information about St Peters can be found at [www.stpeters.qld.edu.au](http://www.stpeters.qld.edu.au)

Dated 28/04/2025