

# Position Description

<b>Position Title</b>	<b>Supervising Teacher of a Teaching Intern – Excelsior Program</b>
<b>Department</b>	Curriculum Years P-12
<b>Reports To</b>	Professional Development Facilitator/Site Coordinator
<b>Overview</b>	<p>Reporting to the Professional Development Facilitator, the primary purpose of the Supervising Teacher is to facilitate an immersive and holistic experience for the Teaching Intern that includes all aspects of College life which aims to provide ‘Excellence in Christian Coeducation’. This is achieved by –</p> <ol style="list-style-type: none"> <li>1. Providing opportunities for observation of all aspects of the teaching and learning cycle, aligned to the College’s strategic intent to enable excellence in learning, every day, in every learning experience, for every learner, for life; and</li> <li>2. Facilitating opportunities for the Teaching Intern to be involved in co-curricular programs as well as pastoral activities such as camps, carnivals, Ironbark experiences etc. aligned to the College’s Strategic Intent to promote an enriching holistic education.</li> </ol> <p>This is an important role for an experienced teacher to contribute to the success of St Peters Lutheran College through attracting, growing and retaining passionate people.</p> <p>Working under the broad supervision of the Professional Development Facilitator, you will actively contribute to a positive workplace culture and ensure that you achieve highest standards of performance and integrity and foster genuine partnerships across all levels of stakeholders to deliver College outcomes.</p>
<b>Key Accountabilities</b>	<p>This Position Description is not intended to be an exhaustive list of duties. It is understood that the teacher will undertake a range of duties, activities and tasks in order to achieve these accountabilities and successfully fulfil the role.</p> <p>The Supervising Teacher will have the opportunity to be involved in the interview process of Excelsior applicants.</p> <ol style="list-style-type: none"> <li>1. In conjunction with the Teaching Intern, arrange a suitable day/s for classroom observations. This should be one day a week (or approximately 300 hours across the school year).</li> <li>2. The Classroom Teacher is responsible for ensuring Supervision of the Teaching Intern at all times during Class/Student engagement</li> <li>3. Ensure the integration of the Teaching Intern in all aspects of College life: provide introductions, allocate classroom and staffroom space and resources such as class lists, info re exceptional learners, etc.</li> <li>4. Where needed, liaise with other teachers to provide observation opportunities to increase the breadth of experience</li> <li>5. If possible, the Teaching Intern will complete at least one professional experience under your supervision</li> <li>6. Arrange for the Teaching Intern to attend professional learning opportunities on student-free days, such as the Retreat, subject meetings, PD etc.</li> </ol>

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	<ol style="list-style-type: none"> <li>7. Ensure that the Teaching Intern observes aspects of the pastoral and wellbeing program, and participates in attending yard duties with you or another teacher on duty</li> <li>8. Facilitate opportunities for the Teaching Intern to attend carnivals, camps or other extra-curricular experiences</li> <li>9. Hold regular discussions about all aspects of school life such as behaviour management, respectful relationships, inquiry learning, pedagogical approaches, learning frameworks etc.</li> <li>10. Maintain an inclusive, respectful and supportive relationship with the Teaching Intern</li> <li>11. Complete a fortnightly timesheet of attendance.</li> </ol>
<b>Committee Membership</b>	Not applicable.
<b>Selection Criteria</b>	<p><i>A one-page Expression of Interest which details:</i></p> <ol style="list-style-type: none"> <li>1. Teaching philosophy</li> <li>2. Identified skills which will support the development of an intern</li> <li>3. Teaching experience including areas and levels</li> <li>4. Experience as a Preservice Teacher Supervisor</li> <li>5. Co-curricular interests</li> <li>6. Professional interests</li> </ol>
<b>Hours of Duty</b>	<p>Full time, max term contract</p> <p>Hours: 8.00am-4.00pm Monday to Friday</p>
<b>Terms and Conditions</b>	<p><i>Queensland Lutheran Schools Single Enterprise Agreement 2024</i> Schedule 6, section 3.4 (To the value of \$10 000 gross)</p> <p>Please note the College reserves the right to alter this position description based on strategic and operational needs.</p> <p><b>Terms and Conditions</b> – Please refer to the <i>Queensland Lutheran Schools Single Enterprise Agreement 2024</i>.</p>
<b>Location</b>	<p>St Peters Lutheran College – Indooroopilly</p> <p>66 Harts Road</p> <p>INDOORROOPILLY QLD 4068</p>

<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>

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<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. 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)

4 September 2025