



Position Title	Secondary Teacher Assistant
Department	Secondary Years
Reports to	Head of Secondary Years
Overview	The teacher assistant will primarily be responsible for assisting students within the classroom, as determined by the class teacher. The position requires the incumbent to contribute to and fully support the Christian ethos of the College.
Key Accountabilities	• Supervise, and assist the learning of individual and small groups of children as directed. • Assist in the preparation and setting up of resources as required. • Maintain clear and accurate records of students' progress as needed. • Test students as directed. • Assist and supervise children during special activities, including Exceptional Learners students. • Assist with the provision of First Aid when required. • Implement programs for students with specific needs as directed. • Record information on the College database when applicable. • Follow workplace, health and safety practices. • Maintain confidentiality when dealing with staff. • Develop and maintain positive working relationships with students and staff. • Work cooperatively and collaboratively with staff. • Exhibit well developed oral and written communication skills. • An ability to work with technology. • Demonstrated ability to work independently. • Prior knowledge and experience working in a similar setting. • Commitment to engage in professional development activities.
Selection Criteria	These selection criteria will form the basis to assess applicants for short-listing and determine the successful candidate. SC1 – Teamwork and Collaboration • Able to work effectively as part of a team to support shared goals and outcomes. SC2 – Program Implementation and Independence • Ability to implement programs and work independently with initiative and accountability. SC3 – Knowledge of Students and Learning • Sound knowledge and understanding of students and learning, including students with specific learning needs. SC4 – Technology Proficiency • Proficiency in the use of technology to support learning and administration. SC5 – Communication and Interpersonal Skills • Well-developed communication, interpersonal, and presentation skills.



	SC6 - Personal capabilities • Demonstrated ability to exemplify care, dignity, and respect, delivered through high personal accountability for professional workplace conduct. • Demonstrated commitment to reach their own potential (Plus Ultra) and in manner that aligns with the College's strategic and operational objectives and values. SC7 – Christian Ethos • An understanding of, respect and demonstrable support for the College's Christian ethos.
Hours of Duty	Full time (38 hours per week) Monday to Friday, commencing 7:45am, or unless otherwise stated Term time position, 40 School Calendar weeks per year
Terms and Conditions	Classification – School Officer Level 3 Salary – \$67,083 - \$72,754 Tenure – Permanent Terms and Conditions – Please refer to the Queensland Lutheran Schools Single Enterprise Agreement 2024.
Location	St Peters Lutheran College – Springfield 42 Wellness Way Springfield QLD 4300

Professional Behaviours	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 uphold the Code of Conduct and Valuing Safe Communities standards. All employees are expected to demonstrate courtesy, co-operation and teamwork with fellow members of staff, and actively and effectively participate in reasonable directions provided.
Child Protection	All employees of St Peters are required to complete annual Child Safety Training. New employees must complete this training upon commencement, and/or provide certificate of completion from previous workplace. Employees must understand and adhere to the College's Child Protection Policy and Procedures.



Health & Safety	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. 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.
Policies & Procedures	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.
Compliance Requirements	Right to work in Australia 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. Timely completion of mandatory training requirements and training relevant to their role.
Other relevant information	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. 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. 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. The collection and handling of information will be consistent with the requirements of the <i>Privacy Act 1988</i>.
Further Information	Further information about St Peters can be found at www.stpeters.qld.edu.au

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