

Position Description

Position Title	Learning Support Teacher Assistant – Primary Years
Department	Primary Years
Reports To	Head of Primary Years
Overview	The Learning Support Teacher Assistant works under the direction of the Learning Support Teacher, liaising with Classroom Teachers in Prep – Year 6 to provide learning support assistance to students across these year levels.
Key Accountabilities	Key focus area: General Responsibilities • Work with students from Prep to Year 12 who require remedial and organisational support under the direction of both Learning Support and classroom teachers. • Prepare and maintain materials, under the direction of the Learning Support Teacher, which will be used to assist students. • Liaise with and disseminate information about student's progress and needs to classroom teachers and Learning Support teacher. • Carry out additional tasks as determined by the Head of Primary Leadership Team, and Exceptional Learners Department to assist with the functioning of the Exceptional Learners Department. • Provide in-class support. • Assist students by scaffolding tasks and guiding research and computer use. • Assist Learning Support teachers with input regarding Individual Education Plans. • Assist with administrative tasks to facilitate effective functioning of the Exceptional Learners Department. • All other duties as directed by the Head of Primary. All employees are responsible for contributing to the College's strategic and operational outcomes and upholding standards of behaviour
Selection Criteria	<i>The following criteria will be used by the selection panel. Applicants should address the main points in their written applications. Shortlisted applicants will be interviewed for the position and may be asked about any of the dot points during the interview.</i> SC1 – Has a strong understanding of mathematics and literacy development across the Primary years. SC2 – Must have at least 2-3 years' experience in similar position working with students; and/or a Certificate in Education or similar discipline would be an advantage. SC3 – Demonstrate strong administration skills, having the ability to work autonomously, with the need of minimum supervision. SC4 – Must have strong computer skills in all Microsoft applications and database experience in updating and retrieving data for reports (with excellent accuracy). SC5 – Must have the commitment to meet quality standards; and the willingness to update their skills and knowledge on a regular basis. SC6 – Must have strong time management and organisation skills with the ability to work well under pressure and to meet deadlines; and be able to respond rapidly to change. SC7 – Must have well developed oral and written communication skills and be able to work co-operatively and collaboratively with all staff.

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	All employees SC-E1 - 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. SC-E2 – Christian Ethos • An understanding of, respect and demonstrable support for the College's Christian ethos.
Hours of Duty	Part-time and Full-time position available.
Terms and Conditions	Salary – In accordance with the Queensland Lutheran Schools Enterprise Agreement Tenure – Permanent Terms and Conditions – Please refer to the <i>Queensland Lutheran Schools Single Enterprise Agreement 2024</i>.
Location	St Peters Lutheran College – Indooroopilly 66 Harts Road INDOOROOPIILY QLD 4068

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 demonstrate courtesy, co-operation and teamwork with fellow members of staff. Uphold Code of Conduct and Valuing Safe Communities standards. Actively and effectively participate in reasonable directions provided.
Child Protection	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.
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	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.

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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>.
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Further information about St Peters can be found at www.stpeters.qld.edu.au

Dated October 2025