

Position Description

Position Title	Teacher Assistant Primary Years - EALD
School	Primary Years (Prep – Year 6)
Reports To	Head of Primary Years
Immediate Supervisor	Head of Exceptional Learners Department
Primary Purpose of the Role	The primary purpose of all staff members is to actively support and assist in the delivery of the Mission of St Peters Lutheran College ‘Excellence in Christian Coeducation’ so that fine young St Peters people are formed. For the teacher this is achieved by – 1. Planning and delivering a high-quality teaching and learning program that enables students to realize their learning potential and empower them to become life-long learners; and 2. Assisting in the delivery of the College’s Pastoral Care, Wellbeing Programs and Lifewide Learning programs so that students’ feel known, cared for and develop holistically into fine young people. 3. The Teacher Assistant – English as an Additional Language/Dialect works under the direction of the Primary Years EALD Teacher, liaising with Classroom Teachers in Prep – Year 6 classes to provide EALD assistance to students across these year levels
Key Accountabilities	Primary Focus Areas • Assist in the maintenance of a supportive, safe and effective learning environment for the students. • Provide in-class and small group withdrawal support for identified EALD students, under the direction of the Primary Years EALD teacher. • Prepare and maintain materials to assist EALD students, under the direction of the Primary Years EALD Teacher. • Assist with administrative tasks linked to provision of support for EALD students. • Liaise with and disseminate information about student progress and needs to classroom teachers and the Primary Years EALD Teacher. • Carry out additional tasks as determined by the Curriculum Leader Assistant – EALD and Head of the Exceptional Learners Department. • Contribute towards the pastoral care and personal development of students. • Pursue professional development opportunities both at St Peters and externally to keep abreast of changes in education and appropriate areas. • All other duties as directed by the Head of Primary Years. Christian Ethos • Actively support the Christian Ethos and Mission of St Peters Lutheran College. Teaching & Learning • Has a strong understanding of the needs of English as an Additional Language/Dialect learners and the support that they require in a Primary Years context. Pastoral Care & Wellbeing • Support the Pastoral Care and Wellbeing of students through the relevant structures, programs and processes of the College.

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	Positive Relationships & Communication • Develop Positive, Respectful and Supportive Relationships with colleagues, students, their parents and other members of the St Peters community • Communicate respectfully in a timely manner with all members of the St Peters community Administrative Tasks • Carry out Administrative duties appropriate to a Primary Years Teacher's Assistant in an effective and efficient manner, including the keeping of accurate records Professional Contribution • Collaboratively participate in College Meetings, College Committees, Teaching Teams and Professional Associations to contribute to the development of Teaching and Learning excellence and the Culture and Ethos of the College Professional Learning • Engagement in ongoing Professional Learning and Growth relevant to College Strategic Priorities, and Good Practice in Teaching and Learning and Student Wellbeing/Pastoral Care
Selection Criteria	These selection criteria will form the basis to assess applicants for short-listing and determine the successful candidate. It is inclusive of essential knowledge, skills, experience and behavioural competencies. • SC1 – At least 2-3 years' experience in similar position working with students; preferably in a similar position working with EALD students; and/or a Certificate in Education or similar discipline would be an advantage. • SC2– Demonstrate strong administration skills, having the ability to work autonomously, with the need of minimum supervision. • SC3 – Creativity and the ability to utilise learning aids. • SC4 – Must have the commitment to meet quality standards; and the willingness to update their skills and knowledge on a regular basis. • SC5 – 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. • SC6 – Strong communication and interpersonal skills, and the ability to work as part of a team.

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Professional Behaviours	All employees of St Peters are expected to model and act in accordance with the Professional Behaviours commonly associated with the Teaching Profession and adhere to Professional Boundaries at all times. 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 expected to take reasonable measures to protect their own health and safety and that of others, as well as follow all Health and Safety policies, guidelines and directions.
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 Queensland Teachers Registration Right to Work in Australia Current Blue Card Current First Aid Certificate Timely completion of mandatory training requirements and training relevant to their role.
Terms & Conditions	<i>Queensland Lutheran Schools Single Enterprise Agreement 2024.</i> Enterprise Agreement Classification: School Officer – Level 3 Step 1 Working arrangement: Permanent part time Please note the College reserves the right to alter this position description based on strategic and operational needs.
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
Location	66 Harts Road, Indooroopilly Qld 4068