



Position Description

Position Title	IBDP Teaching & Administrative Assistant
Department	Secondary Years, Senior School
Reports to	Director of Teaching and Learning
Direct Reports	International Baccalaureate (IB) Diploma Coordinator
Purpose and Objectives	St Peters Lutheran College is the pre-eminent coeducational day and boarding school in Brisbane. The position of IBDP Teaching & Administrative Assistant Assisting the IB Diploma Coordinator in the performance of their duties by providing teaching, organisational and administrative support. Please note that this Position Description: can alter with changes in the roles and responsibilities of the position will be used as a framework for appraisal. Working under the supervision of IB Diploma Coordinator, 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. Key to the success of this role will be Knowledge - Demonstrated ICT skills using a range of applications including Microsoft Office (Excel, Word, Outlook) Skills - Excellent written and verbal communication skills - Ability to prioritise tasks and meet deadlines - Accuracy and attention to detail Abilities - Ability to work independently and as part of a team - Discretion and confidentiality when dealing with sensitive materials
Key Accountabilities	- Support implementation and evaluation of the IBDP Programme through supervision of classes where teachers are absent (greenie allocation). - Support the IBDP Coordinator in communications with IBDP teachers in relation to syllabus updates, course guides, assessment and reporting. - Schedule and organise interviews and appointments. - Maintain stationery supplies informing the IB Coordinator for budgetary purposes.



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	5. Enter data into IBIS (International Baccalaureate Information System) including candidate information, predicted grades, Internal Assessment grades and the upload of e-coursework. 6. Maintain Managebac and completing training as required. 7. Organise examination schedules for IB exam blocks, including teacher supervision rosters. 8. Assist in preparation of materials and rooms for IB examinations. 9. Collate information and promotional materials and other items as necessary. 10. Pack examinations for external marking. 11. Invigilate May and November examinations. 12. Assist in receipt and filing of documents when requested. 13. Organise postage / emailing of information. 14. Supporting the IBDP Coordinator in the collection of resources for 5 year review completion. 15. Other duties as directed by the IBDP Coordinator and the Director of Teaching and Learning Innovation.
Key Relationships	Internal: Senior and Corporate Leadership teams, Heads of Department and Sub-Schools, IB Diploma Programme Coordinator External: Students, Parents, IBDP Associations
Committee Membership	Not Applicable
Selection Criteria	These selection criteria will form the basis to assess applicants for short-listing and determine the successful candidate. SC 1 – Must have a minimum of 2-3 years' teaching experience (Senior School preferred) and hold current Qld College of Teachers registration. SC 2 – Demonstrated strong administration skills; having the ability to work autonomously, with the need of minimum supervision. SC 3 – Must have strong computer skills in all Microsoft applications and database experience in updating and retrieving data for reports (with excellent accuracy); experience in Synergetic, an advantage. SC 4 – Must have strong communication skills - both oral and written (ability to relate



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	well on phone and in person with parents, students and employees at all levels of the College). SC 5 – Must have the commitment to meet quality standards; and the willingness to update their skills and knowledge on a regular basis. SC 6 – 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. SC 7 – Must be able to work in a team environment and support for the Christian ethos of the College.
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Job Details	
Position Status	Maximum Term Contract
Hours of Duty	School Term Time, plus 3 Teachers weeks (40 weeks) Monday to Friday
Classification	Teacher
Annual Salary	Teachers Award as per Enterprise Agreement Terms and Conditions – Please refer to the Employment Contract, which may or may not include reference to the Queensland Lutheran Schools Single Enterprise Agreement 2024 .
Superannuation	12.75% employer contribution from 1 July 2025
Location	St Peters Lutheran College – Indooroopilly 66 Harts Road, INDOOROOPIILLY 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 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



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	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 Queensland Lutheran Schools Single Enterprise Agreement and take the responsibility to maintain currency with these.
Compliance Requirements	Right to work in Australia 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