



Position Title	Teacher Assistant - Primary Years
Department	Primary Years
Reports to	Head of Primary Years
Key Stakeholders:	<ul style="list-style-type: none"> • Head of Primary Years • Pastoral Care Team • Exceptional Learners Team • Chaplaincy Team, Teaching Staff • Curriculum Coordinator • Students, Parents/Caregivers
Overview:	<p>The Teaching Assistant (Primary Years) works closely with class teachers and the Head of Primary Years to support high-quality teaching and learning. The role is responsible for assisting with classroom activities, supervising students, and helping to create a nurturing and inclusive environment that supports the academic, social, emotional, and physical development of all students.</p> <p>The Teaching Assistant plays a key role in supporting teachers to deliver the College's educational programs, both within and outside the classroom. They work under the guidance of teaching staff to provide individual and small group support, contribute to the wellbeing of students, and assist in the smooth day-to-day operation of the learning environment.</p> <p>The Teaching Assistant reflects and models the Christian ethos of a P–12 Lutheran College, supporting the development of students as learners and young people of character.</p>
Main Objectives:	<p>Student Support</p> <ul style="list-style-type: none"> • Assist teachers in preparing learning resources, classroom materials, and displays. • Support individuals and small groups of students in literacy, numeracy, and inquiry-based learning. • Provide additional support for students with diverse learning needs, under teacher direction. • Supervise students in class, on excursions, and during activities as required. • Assist with assessment tasks by providing observations, feedback, and records of student progress to teachers. <p>Classroom and Administrative Support</p> <ul style="list-style-type: none"> • Assist with classroom organisation, set-up, and maintenance of resources. • Support smooth transitions between lessons, activities, and learning spaces. • Assist in preparing and tidying classrooms and specialist learning areas. • Carry out administrative tasks such as photocopying, filing, and organising resources • Supervise students when teachers are engaged in short absences or small group work. <p>Student Wellbeing and Supervision Responsibilities</p> <ul style="list-style-type: none"> • Promote positive behaviour and respect for College values. • Provide supervision in the playground, at assemblies, and during other school activities. • Support the implementation of restorative practices and wellbeing strategies under teacher guidance. • Foster caring relationships with students, modelling kindness, respect, and Christian ethos.



	<p>Positive Relationships and Communication</p> <ul style="list-style-type: none"> • Work collaboratively and respectfully with teachers, students, and parents/caregivers. • Communicate clearly and professionally with staff and families when appropriate. • Contribute to a supportive and inclusive learning environment. • Actively participate in College events and community activities as required.
Selection Criteria	<p><i>These selection criteria will form the basis to assess applicants for short-listing and determine the successful candidate.</i></p> <p>Experience and qualifications</p> <p>SC1: A relevant Certificate III/IV in Education Support, or equivalent qualification in a related discipline. Experience in a similar role within a primary school setting, contributing to effective student learning, classroom support, and a positive school environment.</p> <p>Knowledge, skills and capabilities</p> <p>SC2: Demonstrated knowledge and experience in supporting the learning and development of primary-aged students, including literacy, numeracy, and social skills. Comprehensive knowledge of classroom routines, school policies, and duty-of-care responsibilities. A broad understanding of child development as it relates to primary education.</p> <p>SC3: Proven ability to work collaboratively with teachers and other staff to support the delivery of learning programs. Demonstrated capacity to contribute positively to a team environment, showing flexibility and willingness to assist in various classroom and school activities.</p> <p>SC4: Demonstrated high level of professionalism in maintaining confidentiality, respecting student diversity, and supporting inclusive education practices.</p> <p>Personal capabilities</p> <p>SC5 : A warm, patient, and supportive approach when working with children, showing empathy, understanding, and consistency. Demonstrated enthusiasm for fostering student engagement and a genuine commitment to creating a safe, inclusive, and positive classroom environment.</p> <p>SC6 – Christian Ethos An understanding of respect and demonstrable support for the College’s Christian ethos.</p>
Job Details	
Position Status	Part time
Job Duration	Permanent
Hours of Duty	Part Time 19 Hours per week Monday to Friday Term time position, 40 School Calendar weeks per year
Occupational group	Corporate Schedule 10 – School Officer
Classification	School Officer Level 3
Annual salary	\$67,083 - \$72,754 pro rated



	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 – Springfield 42 Wellness Way, Springfield QLD 4300

Working at St Peters Lutheran College	
Our Mission	Excellence in Christian Co-education
More Beyond	<p>At St Peters, our College motto is Plus Ultra — ever higher, more beyond.</p> <p>More beyond is a choice. It is intentional. It is achievable. Embracing the spirit of Plus Ultra means seeing that there is more, expecting more and challenging ourselves to reach for the rewards of more beyond. Plus Ultra. More Beyond. St Peters Lutheran College.</p> <p>Co-education Grounded in a culture of respect and inclusion, the St Peters approach to co-education prepares students for a life beyond school. It starts with learning side by side, every day.</p> <p>Faith Deeply rooted in the values of our Christian heritage is the desire to transform our faith into a 'lived experience'. This means responding to God's love by growing our students' gifts and talents to meet the deep needs of the world they will inherit.</p> <p>The drive to discover more beyond is in our DNA. Deeply rooted in the values of the Christian faith is the desire to 'live God's love'. This means responding to God's love by growing our gifts and talents to meet the deep needs of the world our children are inheriting. Five hundred years ago, Martin Luther looked for the 'more beyond' and it sparked the Reformation. This is our Plus Ultra mindset.</p> <p>More beyond beckons students and staff alike. It inspires us to grow, to defy limitations, and to live a life of purpose shaped by a global outlook—borne from the mindset of going beyond.</p>
Professional Behaviours	<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 uphold the Code of Conduct and Valuing Safe Communities standards.</p> <p>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.</p>
Child Protection	<p>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.</p> <p>Employees must understand and adhere to the College's Child Protection Policy and Procedures.</p>



Health & Safety	<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>
Policies & Procedures	<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>
Compliance Requirements	<p>Right to work in Australia</p> <p>Current Blue Card and/or Queensland College of Teachers Registration.</p> <p>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>
Other relevant information	<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	<p>Further information about St Peters can be found at www.stpeters.qld.edu.au</p>

February 2025