



Position Description

Position Title	Teacher Assistant and Administrative Assistant
Department	Exceptional Learners
Reports to	Head of Exceptional Learners
Direct Reports	N/A
Purpose and Objectives	<p>St Peters Lutheran College is the pre-eminent coeducational day and boarding school in Brisbane.</p> <p>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.</p> <p>For a teacher assistant this is achieved by –</p> <ol style="list-style-type: none">1. Supporting a high-quality teaching and learning program that enables students to realize their learning potential and empowers them to become life-long learners2. Assisting in the delivery of the College's Pastoral Care and Wellbeing Programs so that students' feel known, cared for and develop holistically into fine young people3. Liaising with Classroom teachers in secondary classes to provide teaching and learning assistance to students across the secondary year levels, specifically Years 9, 10 and 12. The TA must understand the content and specific requirements at this level of secondary education. <p>The Teacher Assistant – ELD Secondary/Admin performs administrative functions within a busy office environment. The TA requires an eye for detail, with care and attention to detailed student records and the confidentiality of student records to ensure these are maintained in the highest order.</p>
Key Accountabilities	<p>Primary Focus Areas</p> <ul style="list-style-type: none">• Assist in the maintenance of a supportive, safe and effective learning environment for the students.• Provide in-class and small group support for identified EL students, under the guidance of the Secondary Years Learning Support Teachers and class teachers.• Prepare and maintain materials to assist EL students, under the direction of the Secondary Learning Support Teachers.• Assist with administrative tasks linked to provision of support for EL students.• Liaise with and disseminate information about student progress and needs to classroom teachers and the Secondary Years Learning Support Teachers.• Carry out additional tasks as determined by the 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



Position Description

	<p>to keep abreast of changes in education and appropriate areas.</p> <ul style="list-style-type: none"> • Initiate purchase orders, maintenance requests, and purchases of stationery supplies. • All other duties as directed by the Head of Exceptional Learners. <p>Teaching & Learning</p> <ul style="list-style-type: none"> • Has a strong understanding of the needs of diverse learners and the support that they require in a Secondary Years context. <p>Pastoral Care & Wellbeing</p> <ul style="list-style-type: none"> • Support the Pastoral Care and Wellbeing of students through the relevant structures, programs and processes of the College. <p>Positive Relationships & Communication</p> <ul style="list-style-type: none"> • 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. <p>Administrative Tasks</p> <ul style="list-style-type: none"> • Carry out administrative duties appropriate to a Secondary Years Teacher's Assistant role in an effective and efficient manner, including the keeping of accurate records. <p>Professional Contribution</p> <ul style="list-style-type: none"> • 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. <p>Professional Learning</p> <ul style="list-style-type: none"> • Engagement in ongoing Professional Learning and Growth relevant to College Strategic Priorities, and Good Practice in Teaching and Learning and Student Wellbeing/Pastoral Care.
<p>Key Relationships</p>	<p>Internal: Exceptional Leaders Staff, Curriculum Leaders, Head of Sub schools, Head of Departments.</p> <p>External: n/a</p>
<p>Committee Membership</p>	<p>n/a</p>
<p>Selection Criteria</p>	<p>These selection criteria will form the basis to assess applicants for short-listing and determine the successful candidate.</p> <p>SC1 – At least 2-3 years' experience in a similar position working with Secondary students; preferably in a similar position working with students with diverse learning needs; and/or a Certificate in Education or similar discipline.</p>



Position Description

	<p>SC2 – Demonstrate strong administration skills, having the ability to work autonomously, with the need of minimum supervision.</p> <p>SC3 – Creativity and the ability to utilise learning aids.</p> <p>SC4 – Must have the commitment to meet quality standards; and the willingness to update their skills and knowledge on a regular basis.</p> <p>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.</p> <p>SC6 – Strong communication and interpersonal skills, and the ability to work as part of a team.</p> <p>Personal capabilities</p> <p>Demonstrated ability to exemplify care, dignity, and respect, delivered through high personal accountability for professional workplace conduct.</p> <p>Demonstrated commitment to reach their own potential (Plus Ultra) and in manner that aligns with the College's strategic and operational objectives and values.</p> <p>Christian Ethos</p> <p>An understanding of, respect and demonstrable support for the College's Christian ethos.</p>
--	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Job Details	
Position Status	Permanent
Hours of Duty	Full time - 38 hours per week Monday to Friday Term time position, 38 school calendar weeks per year
Classification	School Officer Level 3
Annual Salary	\$67,083 to \$72,754 per annum plus Superannuation. 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, INDOOROOPILLY QLD 4068



Position Description

Job Details	
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 Queensland Lutheran Schools Single Enterprise Agreement 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</p>



Position Description

Job Details	
	the <i>Privacy Act 1988</i> .
Further Information	Further information about St Peters can be found at www.stpeters.qld.edu.au

26 March 2026