



Position Description

POSITION TITLE:	Secondary Teacher Assistant
REPORTS TO:	Head of Secondary Years
MAIN OBJECTIVE:	<p>The Secondary Teacher Assistant supports teachers to provide safe, inclusive, and effective learning in the Secondary Years. The role assists individual students and small groups under teacher direction and contributes to the Christian ethos of the College.</p>
DUTIES AND RESPONSIBILITIES:	<p>Specific:</p> <ul style="list-style-type: none"> • Supervise and assist the learning of individual students and small groups as directed by the teacher. • Assist with the preparation, organisation, and pack-up of learning materials and resources. • Support students with diverse learning needs, including students supported through Exceptional Learners. • Implement documented learning support strategies and adjustments as directed. • Observe and record student progress or learning information when requested. • Assist with supervision during class activities, practical activities, excursions, camps, and College events as required. • Support safe classroom routines and follow workplace health and safety procedures. • Provide first aid support only when appropriately trained and authorised. • Record relevant information on College systems when required. • Maintain confidentiality and handle student information professionally. • Develop and maintain positive working relationships with students and staff.

Applicants are expected to support the Christian ethos of St Peter's Lutheran College Springfield and to demonstrate courtesy, cooperation, and teamwork with fellow members of teaching and non-teaching staff.

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<p>KNOWLEDGE, SKILLS AND ABILITIES:</p>	<ul style="list-style-type: none"> • Ability to work cooperatively and collaboratively with teachers, support staff, and College leaders. • Well-developed oral and written communication skills. • Competence with relevant digital systems and classroom technologies. • Capacity to follow teacher direction, use initiative appropriately, and work independently when required. • Understanding of students and learning, including students with specific learning needs. • Current Blue Card / Working with Children clearance. • Commitment to ongoing professional learning, child safety, and College policies.
<p>SELECTION CRITERIA:</p>	<ol style="list-style-type: none"> 1. Supports and contributes to the Christian ethos of the College. 2. Works effectively as part of a team and follows reasonable direction. 3. Demonstrated ability to support student learning, engagement, and inclusion. 4. Knowledge and understanding of students with specific learning needs. 5. Proficiency in the use of technology and College systems. 6. Well-developed communication, interpersonal, and professional judgement skills.
<p>HOURS OF DUTY</p>	<p>0.5 FTE; part-time, term-time only – 22.8 hours per week</p>
<p>CLASSIFICATION</p>	<p>School Officer - Level 3, Step 1 (SOA 3.1)</p>
<p>LOCATION</p>	<p>St Peters Lutheran College Springfield Wellness Way SPRINGFIELD CENTRAL QLD 4300</p>

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