



Position Description

Position Title	Teacher Assistant Primary Years - EALD
Department	Primary Years (Prep - Year 6)
Reports to	Head of Primary Years
Direct Reports	N/A
Purpose and Objectives	St Peters Lutheran College is the pre-eminent coeducational day and boarding school in Brisbane. The position of Teacher Assistant Primary Years – EALD will assist in delivering our high-quality teaching and learning programs under the guidance of the Primary Years EALD Teacher, and liaising with Classroom Teachers in Prep – Year 6 classes to provide EALD assistance across these year levels 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 is: - 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. - Supporting the Pastoral Care and Wellbeing of students through the relevant structures, programs and processes of the college - Developing positive, respectful and supportive relationships with colleagues, students, their parents and other members of the St Peters community - Undertaking Administrative duties appropriate to a Primary Years Teacher's Assistant in an effective and efficient manner, including accurate record keeping - Collaboratively participate in College Meetings, Committees, Teaching Teams and Professional Associations to contribute to the development of Teaching and Learning excellence and the Culture and Ethos of the College
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.



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	- 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. - Actively support the Christian Ethos and Mission of St Peters Lutheran College
Selection Criteria	These selection criteria will form the basis to assess applicants for short-listing and determine the successful candidate. Experience and qualifications SC1: A Certificate in Education or similar discipline would be an advantage. A proven track record of working in a similar role, preferably with EALD students Knowledge, skills and capabilities SC2: Demonstrated strong administration skills, having the ability to work autonomously, with a need of minimal supervision at times SC3: Proven creativity and able to utilize available learning aids SC4: Demonstrated a high level of professionalism, a commitment to meet quality standards; and a willingness to update their skills and knowledge on a regular basis Personal capabilities SC5: Demonstrated strong time management and organizational 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 the team

Job Details	
Position Status	Permanent Part Time
Hours of Duty	Part Time – 15.2 Hours per week Term time position, 40 school calendar weeks per year
Classification	School Officer Level 3
Annual Salary	\$70,438 to \$76,391 pro rata 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



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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 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 Current Blue Card and/or 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



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	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

5 August 2026