St Peters Lutheran College

Position Description

Position Title	**Early Years Teacher Assistant**
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 Early Years Teacher Assistant works under the direction of the Classroom Teacher to provide learning support assistant to students across Years 1 and 2. This is achieved by: • Plan and deliver a high-quality teaching and learning program that enables students to realize their learning potential and empower them to become life-long learners • Assist in the delivery of the College's Pastoral Care, Wellbeing Programs and Life-wide Learning programs so the students feel known, cared for and develop holistically into fine young people • The Teacher Assistant will support classroom teachers in Early Years classes by providing support for students in the preparation and organisation of teaching resources to help students across these year levels. This role will work co-operatively, under the direction of teachers to provide a supportive, well-organised learning environment in which students are encouraged to reach their full potential.
Key Accountabilities	**Primary Focus Areas** Key to the success of this role is high level effective communication and ability to work collaboratively. The key accountabilities of the Early Years Teacher Assistant include: • Provide support and assistance to students and class teachers • Support student learning through working with small groups and one on one settings • Assist in the maintenance of a supportive, safe, and effective learning environment for the students • Support students with their daily organisation • Contribute towards the pastoral care and personal development of students • Pursue professional development opportunities both at St Peters externally to keep abreast of changes in education and appropriate areas • Attend staff Chapel services as a model for colleagues • All other duties as directed by the Head of Primary Years

	Christian Ethos • Actively support the Christian Ethos and Mission of St Peters Lutheran College Teaching & Learning • Preparation and delivery of quality teaching and learning, pedagogy, curriculum, assessment and reporting based on contemporary learning and teaching practice, the International Baccalaureate Primary Years Programme, research, data and relevant curriculum requirements Pastoral Care & Wellbeing • Support the Pastoral Care and Wellbeing of students through the relevant structures, programs and processes of the College Life-wide Learning • Contribute to the formation of Fine Young St Peters people through the involvement and support of the College's Life-wide Learning (Cocurricular & Extra- curricular) Program Positive Relationships & Communication • Develop positive, respectful and supportive relationships with colleague, 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 Administrative Tasks • Carry out administrative duties appropriate to a Primary Years classroom teacher assistant in an efficient and effective manner, including the keeping of accurate records Professional Contribution • 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 Professional Learning • Engagement in ongoing professional learning and growth relevant to College Strategic Priorities, and good practice in teaching and learning and student wellbeing/pastoral care
Key Relationships	**Internal**: - Early Years Primary Teachers - Classroom Teachers Primary Years - Head of Primary Years - Pastoral Team

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Selection Criteria	These selection criteria will form the basis to assess applicants for short-listing and determine the successful candidate. **Experience and qualifications** **SC1:** At least 2-3 years' experience in similar position working with students; and/or a Certificate in Education or similar discipline would be an advantage. **Knowledge, skills and capabilities** **SC2:** Demonstrate strong administration skills; having the ability to work autonomously, with the need of minimum supervision. **SC3:** Proven Creativity and the ability to utilise learning aids. **SC4:** Verifiable commitment to meeting quality standards; and the willingness to updating skills and knowledge on a regular basis. **SC5:** Demonstrated 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. **SC6:** Strong communication and interpersonal skills, and the ability to work as part of a team.

Job Details	
Position Status	Permanent / Part Time
Hours of Duty	Part time – 16.8644 hours per week 4 days per week, 8am to 1pm Term time position, 40 school calendar weeks per year
Classification	School Officer Level 3
Annual Salary	$35.5250 to $38.5280 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
Location	St Peters Lutheran College – Indooroopilly 66 Harts Road, INDOOROOPILLY QLD 4068

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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 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

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	the *Privacy Act 1988*.
Further Information	Further information about St Peters can be found at www.stpeters.qld.edu.au

3 November 2026