

Position Description

Position Title	Early Years Teacher Assistant
School	Primary Years (Prep – Year 6)
Reports To	Head of Primary Years
Immediate Supervisor	Head of Primary Years
Primary Purpose of the Role	<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. For the teacher this is achieved by –</p> <ol style="list-style-type: none"> 1. Planning and delivering a high-quality teaching and learning program that enables students to realize their learning potential and empower them to become life-long learners; and 2. Assisting in the delivery of the College’s Pastoral Care, Wellbeing Programs and Lifewide Learning programs so that students’ feel known, cared for and develop holistically into fine young people. 3. The Teacher Assistant will assist classroom teachers in the Preparatory classes by providing support for students in the preparation and organisation of teaching resources. to help students across this year levels. This role will work co-operatively, under the direction of the teachers, to provide a supportive, well-organised learning environment in which students are encouraged to reach their full potential.
Key Accountabilities	<p>Primary Focus Areas</p> <ul style="list-style-type: none"> • Provide support and assistance for students and class teachers. • Support students’ learning through working with small groups and one on one. • 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 and 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. <p>Christian Ethos</p> <ul style="list-style-type: none"> • Actively support the Christian Ethos and Mission of St Peters Lutheran College. <p>Teaching & Learning</p> <ul style="list-style-type: none"> • 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. <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.

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	<p>Life-wide Learning</p> <ul style="list-style-type: none"> Contribute to the formation of Fine Young St Peters people through the involvement and support of the College’s Lifewide Learning (Cocurricular & Extra-curricular) Program. <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 Primary Years classroom teacher assistant 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 so as 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>Selection Criteria</p>	<p>These selection criteria will form the basis to assess applicants for short-listing and determine the successful candidate. It is inclusive of essential knowledge, skills, experience and behavioural competencies.</p> <ul style="list-style-type: none"> 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. SC2– Demonstrate strong administration skills; having the ability to work autonomously, with the need of minimum supervision. SC3 – Creativity and the ability to utilise learning aids. SC4 – Must have the commitment to meet quality standards; and the willingness to update their skills and knowledge on a regular basis. 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. SC6 – Strong communication and interpersonal skills, and the ability to work as part of a team.

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Professional Behaviours	<p>All employees of St Peters are expected to model and act in accordance with the professional behaviours commonly associated with the teaching profession and adhere to professional boundaries at all times.</p> <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 demonstrate courtesy, co-operation and teamwork with fellow members of staff.</p> <p>Uphold Code of Conduct and Valuing Safe Communities standards. Actively and effectively participate in reasonable directions provided.</p>
Child Protection	All employees of St Peters are required to familiarise themselves with and adhere to the College’s Child Protection Policy and Procedures, and complete annual Child Safety Training.
Health & Safety	All employees are expected to take reasonable measures to protect their own health and safety and that of others, as well as follow all Health and Safety policies, guidelines and directions.
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 <i>Queensland Lutheran Schools Single Enterprise Agreement</i> and take the responsibility to maintain currency with these.
Compliance Requirements	<p>Current Queensland Teachers Registration (if relevant)</p> <p>Right to Work in Australia</p> <p>Current Blue Card</p> <p>Current First Aid Certificate</p> <p>Timely completion of mandatory training requirements and training relevant to their role.</p>
Terms & Conditions	<p><i>Queensland Lutheran Schools Single Enterprise Agreement 2020.</i></p> <p>Enterprise Agreement Classification: School Officer – Level 3 Step 1</p> <p>Working arrangement: Permanent part-time</p> <p>Please note the College reserves the right to alter this position description based on strategic and operational needs.</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	Further information about St Peters can be found at www.stpeters.qld.edu.au
Location	66 Harts Road, Indooroopilly Qld 4068