

Position Description

Position Title	eLearning Teacher Assistant
Department	eLearning
Reports To	eLearning Coordinator
Overview	<p>The position of eLearning Teacher Assistant is responsible for assisting with the effective and safe use of makerspace resources for students and staff. The role works closely with staff and students, playing a key role in having a positive impact, fostering curiosity, creativity and skills, exploring technology and innovative tools and equipment. The role assists with the smooth daily operations of the CLI and eLearning department, supporting and collaborating with key stakeholders.</p>
Key Accountabilities	<p>Assist the eLearning team with the management of the Centre for Learning and Innovation including tasks such as:</p> <ul style="list-style-type: none"> • Assist with the smooth day-to-day operations of the department, including managing bookings, communicating about reservations, and addressing staff or student inquiries. • Assist with the more complex bookings such as exams, guest speakers, conferences, and events. • Assist with the organisation and management of student bookings and independent use, for example, recording rooms, podcasting, film studio usage. <p>Assist the eLearning team with the Centre for Learning and Innovation Makerspace including tasks such as:</p> <ul style="list-style-type: none"> • Assist with usage of all makerspace equipment, especially laser cutters, 3D printers and evolving/emerging tech in the Makerspace. • Assist with staff and student training with makerspace equipment • Assist with the creation of documentation and support resources for the equipment in the CLI and makerspaces. • Assist with curricular usage in the Makerspaces such as setup, clean up, and assist students and teachers during lessons. • Assist with co-curricular Makerspace activities for students. This may include lunch or after-school programs. • Ensure safety regulations, risk management, and safety protocols within the Makerspace. • Manage all Makerspace equipment, including consumables like laser materials, 3D print filament, and craft supplies. This includes ensuring equipment and consumables are organised, restocked and tidy. <p>Assist the eLearning team with eLearning tasks such as:</p> <ul style="list-style-type: none"> • Managing loan equipment • Assisting with the eLearning inbox • Assist with drop ins to the eLearning office • Assist with the development of digital resources such as help sheets or video guides for eLearning related tools • Professional development support - e.g. assist with setting up PD sessions, managing attendance. • Other administrative tasks as required

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Selection Criteria	<p><i>These selection criteria will form the basis to assess applicants for short-listing and determine the successful candidate.</i></p> <p>Experience and qualifications</p> <ul style="list-style-type: none"> • A Formal qualification is not required, however, a background in design, makerspace, or a related field, valuable. <p>Knowledge, skills and capabilities</p> <ul style="list-style-type: none"> • Practical experience in a makerspace or similar setting desirable • Experience in an educational environment desirable • Excellent communication and interpersonal skills • Excellent organisation skills • Strong passion for innovation, creativity, and hands-on learning • Must hold a Blue Card • Highly technical skills • Ability and openness to learn high tech equipment such as laser cutters, 3D printers • Confidence with software and design tools such as Microsoft suite, Canva.
Terms and Conditions	<p>Classification – School Officer Level 3 Salary – \$60,847 - \$65,990 Tenure – 12 month fixed-term, full time, term time (37 weeks + 15 non-teaching days) FTE 0.83 Terms and Conditions – Please refer to the <i>Queensland Lutheran Schools Single Enterprise Agreement 2020</i>.</p>
Location	<p>St Peters Lutheran College – Indooroopilly 66 Harts Road INDOOROOPILLY QLD 4068</p>

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 demonstrate courtesy, co-operation and teamwork with fellow members of staff.</p> <p>Uphold Code of Conduct and Valuing Safe Communities standards.</p> <p>Actively and effectively participate in reasonable directions provided.</p>
Child Protection	<p>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.</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>

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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	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 the <i>Privacy Act 1988</i> .

Further information about St Peters can be found at www.stpeters.qld.edu.au

Dated: 14/11/2024