

Position Description

Position Title	Teacher – Upper Primary Learning Support
School	Primary Years (Prep – Year 6)
Reports To	Head of Primary Years
Immediate Supervisor	Head of Exceptional Learners Department
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 – Upper Primary Learning Support works under the direction of the Head of Primary Years and Head of the Exceptional Learners Department, liaising with Teachers across Year 5 and 6 in providing assistance to relevant students across these year levels
Key Accountabilities	<ul style="list-style-type: none"> • Assess students as required, to identify needs and progress. • Plan activities and prepare materials to address learning needs. • Teach students with learning difficulties and/or disabilities, through focused intervention programs and in-class support. • Maintain records of student assessments, progress and reports. • Assist with completion of documentation and record keeping, including NCCD. • Coordinate the development and review of Personalised Support Plans for identified students. • Collaborate with teachers to work out adjustments, strategies and support for students. • Meet with parents to support and guide them through their child’s educational needs. • Assist with special provisions for identified students. • Assist teachers on excursions and/or camps as needed, to assist with students with identified needs. • Maintain professional development to ensure currency of knowledge regarding effective teaching for students with disabilities and/or difficulties. • Establish positive relationships with students and encourage in them a positive sense of self-worth. • Maintain accurate and comprehensive records of student progress and achievement. • Update Synergetic with relevant student information so that the most recent information is available for teachers to access, including learning needs, strategies and special provisions. • Collate and analyse data for students with learning needs to determine learning goals, priorities and programs to address needs. • Respond appropriately to student behaviour with calmness, care, dignity and respect, using restorative practices. • Other duties as determined by the Head of Primary or Head of the Exceptional Learners Department.

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	<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"> Familiarity with and knowledge of the Australian Curriculum, assessment practices, NCCD documentation and how to adjust and modify work for students with learning needs. Working knowledge of current best practice regarding students with learning needs. Experience working in a similar role to improve outcomes for students with learning needs. Flexible and adaptable approach to teaching, to be responsive to student needs. Knowledge and experience with the International Baccalaureate’s Primary Years Programme (PYP) would be advantageous. <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. <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 Teacher 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 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. 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

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	<p>respond rapidly to change.</p> <ul style="list-style-type: none"> • 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 always adhere to professional boundaries.</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 Right to Work in Australia Current First Aid Certificate Timely completion of mandatory training requirements and training relevant to their role.</p>
Terms & Conditions	<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

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Location	66 Harts Road, Indooroopilly Qld 4068
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