



The School

St Luke's Anglican School is a co-educational day school located in Bundaberg, Queensland. Founded in 1994, the School educates over 860 students from Kindergarten to Year 12 and has a strong reputation for academic excellence, fostering spirituality and the development of each student's full potential.

The School employs 125 full-time, part-time and casual staff, covering all School functions including academic, co-curricular, administration and support services. Professional development and wellbeing of the staff are both important to the culture of the School.

Position Vacant

Teaching Assistants – Primary/Middle and Senior School
Casual on call Position

Position Summary

Teaching Assistants will be an integral member of the classroom team to meet the individual needs of students.

Applicants should address the following criteria in their application

- SC1 Demonstrated ability to work as a member of a team to support students with their learning, acknowledging the importance of confidentiality.
- SC2 Proven knowledge and skill to support students with varied levels of educational needs, through the implementation of planned programs
- SC3 Demonstrated ability to support a classroom teacher with the collection of data: documenting observations of children's behavior and development, feedback from one on one directed learning activities, and progressive assessments.
- SC4 The ability to set and achieve work goals and maintain flexible practices while also demonstrating effective time management skills
- SC5 Demonstrate well-developed interpersonal, oral and/or written communication skills

Competencies and Characteristics

Essential

- A demonstrated high achiever, who is a motivated and career orientated "self-starter" who can work effectively and exceed expectations with minimal supervision.
- Exhibits a positive outlook with exceptional interpersonal, written and verbal communication skills.



- Possesses high emotional intelligence, with a demonstrated ability to build authentic, collaborative and productive relationships with internal and external stakeholders including teachers, support staff, parents and students.
- Is a creative and critical thinker, who is curious, questioning and open to new possibilities.
- The desire and ability to communicate an infectious passion for St Luke's Anglican School, in and outside the School.
- Accountable for their work and their actions, and possesses a high concern for the quality of their own work, reflected in a high attention to accuracy and detail.
- Strong and effective organisational and time management skills.
- Ability to meet deadlines and coordinate multiple tasks.
- Ability to work effectively and efficiently under pressure.
- Possesses an ability and willingness to work collaboratively with other staff on a range of issues.
- Is a curious, excited and invigorated learner, who makes their own learning visible in a continuous and autonomous manner.
- An ability to actively support the School's ethos, vision and values.
- Demonstrates a high level of confidentiality, loyalty and discretion to deal with confidential information in a diplomatic manner.
- Present personally in a professional, confident, affable and diplomatic manner with a high level of grooming and deportment.

Desirable

Ability to navigate and use Google educational platforms

Education / Professional Qualifications

- Certificate 3 or 4 in Education Support (or similar) or studying towards
- Current First Aid Certificate is desirable
- Current positive Suitability Card for Child Related Employment (Blue Card) or the ability to obtain and maintain

Role Statement

The role statement for Teaching Assistant Primary/Middle and Senior School are available at www.stlukes.qld.edu.au.

Applying for the Position

Pre-employment checks form part of the appointment process and cover such matters as Student Protection, Workplace Health and Safety, School Procedures and Policies etc. Further information about these policies and procedures is available on the School's website.

The St Luke's Anglican School Staff Recruitment and Selection Policy and the Staff Code of Conduct apply to this position.

Applicants should apply by submitting an application, which clearly provides details on each of the following:

- A statement of reasons why you are applying for this position
- How you address each of the selection criteria
- Current employment details



- Qualifications and other certificates
- Significant relevant and recent professional development
- Membership of relevant associations and/or committees
- Any additional information you may wish to submit
- The name and contact details of two professional referees and one personal referee

Preferably, please submit your application via email to: employment@stlukes.qld.edu.au

Alternatively, you may post your application to:

The Principal
St Luke's Anglican School
4 Mezger Street
Bundaberg Qld 4670

Applications close at 10.00am on Monday 21 June 2021

Benefits and Culture

St Luke's Anglican School offers the opportunity to work with exceptional educators and staff, dedicated and passionate about enabling and empowering students to be the best they can be.

You will experience an innovative and creative teaching and learning culture, supported by your colleagues and the Executive Leadership Team and a commitment to your professional development.

Our staff enjoy a highly competitive remuneration package, discounts on school fees for children, park like grounds, modern facilities, free before and after school care during term time and a gymnasium.

Child Protection Statement of Commitment

Anglican schools support the rights of children and young people and are committed to ensuring the safety, welfare, and wellbeing of students. Anglican schools are therefore committed to responding to allegations of student harm resulting from the conduct or actions of any person including that of employees. This commitment includes the provision of a safe and supportive living and learning environment for all students and requires all employees, volunteers, and visitors to model and encourage behaviour that upholds the dignity and protection of students from harm.

Given our commitment to child protection, all teachers employed by St Luke's must be registered with the Queensland College of Teachers prior to appointment. This registration must be fully maintained. Queensland teachers are exempt from requiring a Working with Children Check (Blue Card), however as part of the recruitment process teachers will be subject to checks through the Anglican Schools Commission.

All non-teaching staff invariably interact with children on a regular basis. Many have direct supervisory and support duties which are identified in their position descriptions. All non-teaching staff (ie. administrative, support, facilities and ancillary) must undergo a Working with Children Check and maintain a positive notice and Blue Card. Applications must be completed prior to commencement and a positive notification is a firm condition of continuing employment. As part of the recruitment process, these staff will also be subject to checks through the Anglican Schools Commission.



Teaching Assistant

Position Summary

The Teaching Assistant - Primary classroom will join the Primary support team in delivering educational support to students in the Primary School who require additional, targeted support, and work to assist with meeting students' individual needs. They will also complete duties to assist the Primary classroom teacher to as required.

Key Responsibilities

Skills and Attributes

- Must possess good interpersonal skills necessary to communicate with students, staff and parents to the school
- Must possess good problem-solving ability
- Ability to follow established policies and procedures and adapt as necessary to new guidelines

Knowledge and Experience

- An understanding of the functioning of a school classroom.
- Previous experience in a similar position, including working with children with disabilities, in a school environment would be desirable.
- Specific capabilities linked to area of responsibility, for example, Literacy and Numeracy skills.

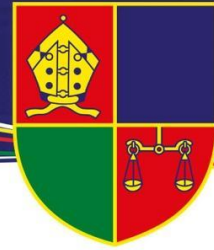
General

- Assist with testing of individual / small groups of students
- Assist with learning support / extension of individual / small groups of students
- Assist teachers in the implementation of individual education programs
- Assist teachers with behaviour management within classroom
- Assist teachers with the supervision of students on excursions
- Preparation of lesson equipment / resources needed to support students
- Provide anecdotal observations of student abilities and progress
- Maintain student notes as requested
- Work with children in classes, small groups and individual activities
- Attend professional development programs as required
- Administer first aid to the level of the staff member's training
- Attend Teaching Assistants meetings as required
- Attend and complete duties as required for the end of school year celebrations
- Other duties as directed by Heads of Primary (and/or their delegates) and the Principal

Education / Professional Qualifications

- Certificate 3 or 4 in Education Support (or similar) or studying towards
- Current First Aid Certificate is desirable
- Current positive Suitability Card for Child Related Employment (Blue Card) or the ability to obtain and maintain

ROLE STATEMENT



St Luke's
anglican school

FAITH • PERFORMANCE • HONOUR

Workplace Health and Safety

- Take full responsibility for compliance with the school's Workplace Health and Safety policy, safe work procedures, instructions and rules, particularly in the correct use of equipment.
- Identify any unsafe behaviour, or unsafe or unhealthy conditions, and report these to the Principal.
- Adopt risk management strategies to minimise risk of injury to people and property in the workplace.
- Be responsible for own health and safety and for the health and safety of others in the workplace who may be affected by your acts or omissions at work.
- Co-operate with the Principal or other person so far as is necessary to enable compliance with any requirements under the Work Health and Safety Act 2011 and the regulations that are imposed in the interests of health, safety and welfare on the Diocese or any other person.

General Terms of Appointment

- Be supportive of the Anglican ethos of the school
- Support the Strategic Plan and the School Improvement Plan
- Take full responsibility for compliance with the Staff Code of Conduct
- Take full responsibility for compliance with all school policies and procedures
- Hold a current Blue Card for child-related employment
- Attend meetings as required by the Principal or appointed delegate
- Comply with all requirements of Student Protection in Anglican Schools Policy and Procedures

Reportable to

Head of Primary

Operational Supervisor

Classroom Teacher

Key Relationships

Effective working relationships with the teachers and Head of Primary.

Given the dynamic environment in which the school operates, the Principal may alter the roles and responsibilities of this position as his discretion in order to most effectively serve the needs of the School.

Approved By
Principal

Date of Approval
November 2018



Teaching Assistant – Middle and Senior

Position Summary

The Teaching Assistant – Middle and Senior will assist in delivering educational and administrative support to the Middle and Senior School to ensure the smooth running of the curricular program.

Key Responsibilities

Skills and Attributes

- Must possess good interpersonal skills necessary to communicate with students, staff and parents of the school
- Must possess good problem-solving ability
- Ability to follow established policies and procedures and adapt as necessary to new guidelines

Knowledge and Experience

- An understanding of the functioning of a school classroom.
- Previous experience in a similar position, including working in a school environment would be desirable.
- Specific capabilities linked to area of responsibility, for example, Technology.

General

- Assist with testing of individual / small groups of students
- Assist with learning support / extension of individual / small groups of students
- Assist teachers in the implementation of individual education programs
- Assist teachers with behaviour management within classroom
- Assist teachers with the supervision of students on excursions
- Preparation of lesson equipment / resources needed to support students
- Provide anecdotal observations of student abilities and progress
- Maintain student notes as requested
- Work with children in classes, small groups and individual activities
- Administrative duties such as typing, photocopying or producing booklets for Faculty areas.
- Attend professional development programs as required
- Administer first aid to the level of the staff member's training
- Attend Teaching Assistants meetings as required
- Attend and complete duties as required for the end of school year celebrations
- Other duties as directed by the Head of Middle or Senior (and/or their delegates), and the Principal

Education / Professional Qualifications

- Certificate 3 or 4 in Education Support (or similar) or studying towards
- Current First Aid Certificate is desirable
- Current positive Suitability Card for Child Related Employment (Blue Card) or the ability to obtain and maintain

ROLE STATEMENT



St Luke's
anglican school

FAITH • PERFORMANCE • HONOUR

Workplace Health and Safety

- Comply with the school's Workplace Health and Safety policy, safe work procedures, instructions and rules, particularly in the correct use of equipment.
- Identify any unsafe behaviour, or unsafe or unhealthy conditions, and report these to the Principal.
- Adopt risk management strategies to minimise risk of injury to people and property in the workplace.
- Be responsible for own health and safety and for the health and safety of others in the workplace who may be affected by your acts or omissions at work.
- Co-operate with the Principal or other person so far as is necessary to enable compliance with any requirements under the Work Health and Safety Act 2011 and the regulations that are imposed in the interests of health, safety and welfare on the Diocese or any other person.

General Terms of Appointment

- Be supportive of the Anglican ethos of the school
- Support the Strategic Plan and the School Improvement Plan
- Take full responsibility for compliance with the Staff Code of Conduct
- Take full responsibility for compliance with all school policies and procedures
- Hold a current Blue Card for child-related employment
- Attend meetings as required by the Principal or appointed delegate
- Comply with all requirements of Student Protection in Anglican Schools Policy and Procedures

Reportable to

Head of Middle School
Head of Senior School

Operational Supervisor

Heads of Faculty

Key Relationships

Internal and external liaison with staff, students, parents and various other stakeholders such as external providers.

Given the dynamic environment in which the school operates, the Principal may alter the roles and responsibilities of this position as his discretion in order to most effectively serve the needs of the School.

Approved By
Principal

Date of Approval
July 2019