

Learning Assistant (Primary Students) | Prep – Year 6



POSITION DESCRIPTION

Overview

St Paul's Lutheran Primary School is a co-educational, independent, Christian School located in Caboolture. The School was established by the St Paul's Lutheran Congregation in 1985 to provide quality Christian education to the children of the community.

St Paul's Lutheran Primary School offers classes on our beautiful campus in Caboolture. Catering to a diverse population, St Paul's offers a quality education through genuine care and relationships.

Our Mission

St Paul's Lutheran Primary School equips our community of learners with a Christian world view for living through sharing the love of Jesus. Our inclusive community provides a quality future-focused education in an ever-changing world, encourages, and inspires a love of active lifelong learning.

Position Summary

1. Type of Appointment Available Term Time

2. Conditions

Salary and related conditions are as per the Certified Agreements of the Lutheran Church of Australia, Queensland District Schools Department, and the School Officers Award, Queensland, Non-Governmental Schools. A document that forms part of the conditions of appointment at the College is the LCA statement: **Lutheran Church of Australia and its Schools.**

3. Role Description

The successful applicant will be expected to:

- 3.1 Work with individual or small groups of students within the classrooms targeting cognitive, behavioral and social goals of the students' programs.
- 3.2 Prepare resources for use by students with modified programs.
- 3.3 Undertake debriefing of students as required.
- 3.4 Monitor and support individual or small groups of students who may be having difficulty transitioning into different classes or activities.
- 3.5 Collect data for the evaluation of targeted goals and strategies.
- 3.6 Any and all other duties as directed by the Principal or your line manager.

4. Key Areas

- 4.1 Be responsible for the implementation of differentiated programs and procedures for children with additional learning needs under the direction of the Learning Support teachers and classroom teachers.
- 4.2 Be an advocate for the learning of all students, especially those with additional needs.
- 4.3 Participate and co-operate with all staff and act under the direction of the Principal and wider Executive Team.
- 4.4 Keep up to date observations and records as required by the Learning Support Teachers.

5. Desired Outcomes

- 5.1 A learning environment which supports and empowers the target students is developed and maintained.
- 5.2 All students having equitable access to all facets of education provided by the School.
- 5.3 The School's policies and procedures are fully supported.
- 5.4 The person works and co-operates with all staff in a positive and collaborative manner.

6. Selection Criteria

SC1 *Demonstrated skills which reflect commitment to, and an affinity for all children, especially those with additional learning needs.*

1. Experience and knowledge of the needs of primary aged students with learning difficulties and special needs.
2. Ability to listen to, relate to, and understand primary aged children.
3. Ability to support a positive, focused and well managed learning environment.
4. Ability to prepare resources suitable for use with students.
5. Ability to maintain records of students' learning and communicate these efficiently to fellow staff members with primary responsibility for the students' learning.

SC2 *Demonstrated professional skills.*

1. Demonstrated basic computer skills.
2. Ability to develop professional relationships with children, staff, parents and members of the community.
3. Ability and commitment to work as a member of a team.
4. Demonstrated participation and willingness to participate in in-service and professional development.
5. Demonstrated knowledge of privacy and confidentiality policies.

SC3 *Commitment to the Christian ethos and mission of the School.*

1. Knowledge of the beliefs of the Christian Church.
2. Knowledge of the ethos of Lutheran Schools.
3. Willingness to commit to the Christian ethos of the School.

Knowledge and Qualifications

- Certificate III or IV in Education Support/Teacher Aide studies or working toward.
- Current certificate in First Aid (or be willing to gain this certificate).
- Current Blue Card for child related employment.

Application Information

The Selection Criteria must be addressed in the application and also include the following and any other information deemed relevant by the applicant:

- Personal details, e.g. full name, address, contact details
- Educational background relevant to the position.
- Employment history.
- Name and contact details of 3 referees

Applications are to be marked Strictly Confidential and sent to the Principal either by post or email:

*Mrs Katrina Valencia
Principal
St Paul's Lutheran Primary School
55 Smith's Road
CABOOLTURE QLD 4510
Email: careers@stpaulslps.qld.edu.au
Receipt of applications will be provided via return email.*

NB: *Information that is sent by email should be in either Microsoft Word or PDF format.*

If the Applicant has any known condition, which we may need to accommodate for at either interview, or for you to perform the duties of the position, please give detail as an addition to your application.

Enquires in the first instance are to be directed to:

Emma Duggan, Executive Assistant
Phone: (07) 5495 5899
Email: careers@stpaulslps.qld.edu.au