

Little Saints 2nd Assistant position description for St John's Lutheran Primary School.

Commencement date: Friday 29th January (with a possible staff day prior to this time.)

The successful applicant for this position will be working with children in a Pre-Kinder class (approximate age: 4 yrs old) and will be involved in the general class activities and operations of the school.

The Assistant will initially be appointed for a one year period with the view for this to grow should the growth of the class prove it viable.

A performance appraisal will be conducted on a yearly basis in line with the school's Appraisal policy.

The position is for **two days per week** – Monday and Friday. The hours are from 9.00 am – 3.30. **for 48 weeks of the Year.**

Please note: **When Little Saints is not operating, the Assistant will be required to work in the Out of School Hours care department or may decide to take leave without pay for the holiday periods.**

Award wages will apply.

Role and Key Selection criteria

It is desirable that the Assistant would have suitable Child Care qualifications, and/or experience in working with children at this age.

A Current First Aid certificate is **essential**

A successful Working with Children check is also required before commencement of employment.

It would also be anticipated that the successful applicant would demonstrate the ability to:

- Work under the direction of the teacher and ultimately, the Principal
- Maintain and promote confidentiality
- Be able to work alongside, and assist, students and teachers.
- Be a practicing Christian who will support the Lutheran Ethos and aims of the school.
- Communicate effectively with a wide range of individuals including teachers, parents and students.
- Work as part of a team
- Assist and supervise students as required.
- Actively participate in appropriate team meetings.
- Encourage students in all aspects of social, emotional, academic and physical development
- Other duties as required including preparation of displays and materials for general classroom use

Applications should be in writing, addressing the above key selection criteria, and include the names and contact details of at least 3 referees (at least one pastoral) who can make relevant comments regarding the applicant in relation to the selection criteria.

to: The Principal
St John's Lutheran primary School
154 Adams St,
Jindera. NSW 2642

Applications close: 2 pm Monday 23rd November, 2009