

# St John's Lutheran School Jindera



## **PART-TIME TEACHER AIDE** 25 hours per week

As a Lutheran school our approach to education reflects the teachings of the Lutheran Church that are based on the Bible. Our teaching and practice aim to recognize the Lordship of Christ. Those in our school are encouraged to view the whole of life as a response to Him. The Holy Spirit not only creates faith in the believer but also generates the response that culminates in a life of service.

### **THE POSITION:**

The position is that of a Teacher Aide and employed part time under the Independent Schools NSW (Support and Operational Staff) Multi-Enterprise Agreement 2017. This Agreement requires employees to uphold and promote the Lutheran ethos and model Christian principles. This is a contract position for the 2019 school year.

### **GENERAL CRITERIA:**

#### **The successful applicant:**

- will be able to develop strong personal relationships with students, staff and parents
- must have good organizational skills, be able to follow directions and be able to work as part of a team
- must also have demonstrated skills of initiative and of being able to work unsupervised at times

Prior experience in a classroom setting and / or relevant qualifications would be advantageous.

### **WAGES:**

Wages will be determined according to the Agreement, commencing at \$34 per hour.

### **HOURS AND TIMES OF WORK:**

Your work time will normally coincide with the school term except that additional days and hours may be negotiated with the Principal on a needs basis. You will be expected to work Monday to Friday at times negotiated with the Principal to make up a total of 25 hours per week. **The position commences on Friday 25<sup>th</sup> January, 2019 and concludes on Friday 13<sup>th</sup> December, 2019.**

### **GENERAL:**

The Christian ethos of the school is an important attribute and staff are expected to contribute to the maintenance of the Christian based caring atmosphere of the school.

### **DUTIES**

As a Teacher Aide you will work under the direction of individual class teachers and always be responsible to the Principal.

The role may include, but not be confined to, the following:

- undertaking duties as designated by the classroom teacher or Principal.
- Implementing programs developed by the class teacher
- working with individuals and small groups of students in any of the following areas:
  - hearing of individual reading exercises
  - working with students undertaking practical activities eg. art/craft
  - using concrete materials to assist students eg measuring equipment, calculators
  - working with a student or a small group of students who have specific needs in language or maths and assisting these students to work through a series of processes to develop skill and confidence
  - conferencing children's story writing
  - assisting students with computers including the use of educational software and word processing
  - general setting up and clearing away of equipment.
  - clerical tasks such as preparation of charts, photocopying and collating
  - other tasks of a similar nature which facilitate the educational program

This position commences on Friday 25<sup>th</sup> January, 2019.

**It is compulsory that the successful applicant hold a Working with Children Check (WCC) or be in the process of making application. Failure to successfully gain a WCC will result in the termination of employment.**

Applicants will be expected to support the Lutheran ethos of the school and must include the names and contact details of three (3) referees.

**Applications close at 4:00pm on Monday 10<sup>th</sup> December, 2018 and should be addressed to:**

**The Principal  
St John's Lutheran School, Jindera  
154 Adams Street  
JINDERA NSW 2642**

or emailed to

**[principal@stjls.nsw.edu.au](mailto:principal@stjls.nsw.edu.au)**

Mr Jeffrey Gork  
Interim Principal