



## JOB AND PERSON SPECIFICATIONS

**1. TITLE OF POSITION:** Lutheran School Officer – Middle/Upper Primary  
12 Month Contract with possibility of extension

### 2. CONDITIONS

Maitland Lutheran School is a co-educational Reception to Year 9 school with an enrolment of 235. Salary and related conditions will be as per the Schools Assistant (Non-Government Schools) Award in conjunction with the Lutheran Schools Enterprise Agreement 2015.

**3. HOURS** Monday to Friday 8:20am – 12:50pm

### 4. PRIMARY POSITION OBJECTIVE

Through the carrying out of your duties you will be a support to the teachers as they prepare and teach students. This role requires the knowledge, skill, and demonstrated capacity to perform routine tasks under general supervision and more complex tasks involving the use of theoretical knowledge under close supervision. In association with the teaching staff the position will require an application of social, organisational, and communication skills in support of any requirements of the school curriculum.

### 5. AREAS OF RESPONSIBILITY

- Working in classrooms with groups of students listening to reading, phonics, special needs, remedial one on one and numeracy.
- Teacher preparation
- Photocopying
- Children's hygiene (wet pants etc)
- Assisting with running of Library
- Book covering/cataloguing
- Teaching phonics in small groups
- Tasks designated by the supervising Teacher

### 6. KEY POSITION ACCOUNTABILITIES

- To assist in the classroom with individual children or groups under the supervision of the teacher
- To prepare work as requested by teachers as time allows
- To type and photocopy as requested by the teacher as time allows
- Assist with children's hygiene
- To operate as a team member of the school community
- To participate in professional development activities as needed
- To accept direction from supervising teaching staff

## **7. PERFORMANCE MEASURES**

- That tasks completed are to the satisfaction of the teacher
- To adequately supervise children under your direction
- To share ideas and be tolerant and supportive of other views and ideas
- That all duties are carried out to the satisfaction of the Principal
- That initiative and motivation are displayed
- That children and their needs are treated with respect and care
- Through feedback given in discussions, informally and formally with the Principal and teachers

## **8. REPORTING RELATIONSHIPS**

- Report directly to the teacher for whom work is being done (objective)
- Report directly to the Principal when tasks are expected by the staff which are not part of the duties and responsibilities outlined.

## **9. CRITICAL QUALIFICATIONS / SKILLS / EXPERIENCE**

- Competent skills in the use of photocopiers
- Personal commitment to Christian education and ongoing professional development
- An ability to follow directions
- Ability to carry out duties with limited supervision
- To display initiative, efficiency and patience
- Competent skills with computers and Microsoft Office
- Ability to assist teachers in the design and making of posters and other items for class room display that supports/enhances learning
- First Aid Certificate (HLTAID003)
- Office administration skills or past experience will be viewed as an advantage
- Certificate 3 in Educational Support also an advantage