



Introduction to St Luke's Grammar School

St Luke's Grammar School is a Pre-K to Year 12 co-educational Christian School in the Anglican tradition and it is the School's vision 'to equip students to make a difference in the world'. St Luke's seeks to promote a work environment and culture to attract and retain outstanding professionals by fostering professionalism, commitment, loyalty, Christian values and a high standard of pastoral care.

St Luke's Grammar School employs over 130 full-time and part-time teachers, supported by teachers' aides, peripatetic tutors and administrative and grounds staff.

Applicants for the following positions should be able to demonstrate support for the School's Christian ethos as well as the co-curricular life of the School.

Position:	Teacher's Aide
Load:	1 x Part Time – Pre-K Program 0.6 FTE (Wednesday – Friday) 1 x Part Time – Classroom Aide 0.4 FTE (Thursday – Friday)
Commencement:	Term 3, 2017 (only)
Reporting to:	Head of Junior School – Bayview Campus

St Luke's Grammar School is looking to employ a caring and supportive Teacher's Aide for our Junior School. The Teacher's Aide will be suitably qualified and enjoy working in a collaborated team. The successful applicant will contribute to the life of the School and ideally be a Christian and actively involved in their Church.

It is expected that the Teacher's Aide will:

- Be supportive of the Christian ethos of the School
- Demonstrate a deep understanding of the developmental needs of young children
- Show initiative, flexibility and the ability to work both independently and as part of a team
- Possess excellent personal and interpersonal skills
- Show initiative in work within the classroom
- Demonstrate a high level of organisational skills
- Demonstrate a high degree of professionalism and confidentiality

Duties

- Assist class teachers by working with individual students or small groups to implement learning activities
- Assist class teachers to implement differentiated learning activities or aspects of a student's individual program
- Assist class teachers to implement individual learning plans
- Assist class teachers with monitoring and evaluating students' individual education progress
- Assist with the creation of modified literacy and numeracy activities
- Organise and collate literacy and numeracy resources
- Assist with the supervision of students receiving Disability Provisions
- Assist with the creation of classroom displays
- Assist in the supervision of students while in the playground
- Reinforce appropriate behaviours in the classroom
- Undertake general classroom administration tasks, including filing, typing, photo copying and any other classroom needs
- Undertake housekeeping tasks, including cleaning up after art and other activities and general clean-up of the classroom
- Accompany and supervise students going to other areas of the School for lessons and activities

Please send a covering letter identifying areas of interest and expertise, plus the following information no later than Monday 22 May, 2017 addressed to:

Mrs Jann Robinson
Principal
St Luke's Grammar School
210 Headland Road
Dee Why NSW 2099

Email: employment@stlukes.nsw.edu.au

- Cover Letter
- Curriculum Vitae
- The names of 3 x referees, including a professional referee and a referee who can attest to the Christian beliefs and practices of the applicant.

Please direct any enquiries to:

Mrs Elizabeth Little
Executive Assistant to the Principal
T: (02) 9438 6237
E: elittle@stlukes.nsw.edu.au