

# POSITION DESCRIPTION

Learning Support Teacher Assistant



**MATTHEW  
FLINDERS**  
Anglican College

## JOB CLASSIFICATION

<b>Position title:</b>	Teacher Assistant
<b>Reports to:</b>	Head of Primary
<b>Employment type and tenure:</b>	Full time, Term time 1 year contract
<b>Department / School:</b>	Primary School
<b>Location:</b>	Stringybark Road, Buderim, Queensland
<b>Industrial instrument:</b>	The Queensland Anglican Schools Enterprise Agreement 2024
<b>Position classification:</b>	School Officer, Schedule 5
<b>Last updated:</b>	September 2025

## ORGANISATIONAL CONTEXT

Matthew Flinders Anglican College is a co-educational College that cares for more than 1380 students in P-12 and 140 Early Learning Centre children. The College was established in 1990 and is located on the Sunshine Coast in Buderim. The College has extensive facilities, comprehensive sporting and co-curricular programs and is committed to using technology to enhance educational opportunities.

### Our Mission

Through transformational learning experiences, we inspire our students to achieve academic excellence, develop a profound sense of humanity and be motivated to create positive change in the world around them.

### Our Vision

To Educate for Excellence in Learning and Life.



## Our Values



**Compassion:** We are aware of suffering and are motivated to treat others with kindness, care and understanding.



**Courage:** We act bravely to overcome our fears, accept challenges and learn from our mistakes.



**Integrity:** We act with honesty, moral strength and grace, guided by humility and compassion.



**Respect:** We have a high regard for self and others, and for the wider community, and treat each other accordingly.

## ABOUT THE POSITION

### Position summary

The Primary Teacher Assistant is required to have had sufficient experience and/or training to enable them to carry out their assigned duties under direct and/or routine supervision using established procedures, practices and instruction from the Head of Learning Support, relevant Teacher, or Head of Primary.

The Primary Teacher Learning Support Assistant supports teachers in the delivery of programs. Routine problem solving and some initiative and judgement are applied when assisting teachers or supporting students. The main role of a Teacher Assistant is to support students in their learning and development and to assist teachers to meet the varying needs of students.

The Primary Teacher Assistant may work in a number of different areas including:

- Early Years Teacher Assistant (Prep and Year 1)
- General Classroom Teacher Assistant
- Specialist Teacher Assistant – H&PE, Art
- Learning Support Teacher Assistant

### Primary relationships

- Reports directly to the Head of Primary
- Works to support students and teaching staff
- Collaborate with other teacher assistants
- Parents and students

### Main responsibilities

- ⇒ Assist with classroom activities and implement Learning Programs to support students.
- ⇒ Implement individual or small group learning programs as directed by teachers
- ⇒ Assist with organising learning activities and assessing students under the direction of the teacher
- ⇒ Work collaboratively with teachers to develop and implement programs and strategies that support student development and provide feedback to teachers

- ⇒ Order, organise, prepare and create resources to support student learning
- ⇒ Follow Behaviour Management plans, policies and procedures
- ⇒ Actively supervise playground behaviour and address misbehaviour.
- ⇒ Administer first aid and medication, following the Medication Policy.
- ⇒ Maintain first aid records where required
- ⇒ Perform early morning playground supervision up to two days per week.
- ⇒ Support and actively supervise students and in the preparation and running of special events (sports carnivals, musicals, excursions, etc.).
- ⇒ Support staff and students during incursions and excursions.
- ⇒ Ensure classroom resources are stocked and cleaned.
- ⇒ Accurately complete any documentation
- ⇒ Perform administration tasks such as word processing, data entry, filing and help to maintain the lost property room
- ⇒ Guide parents to the appropriate staff member when general inquiries are made
- ⇒ Engage with and contribute during professional learning

As a member of the broader College Support Staff team, you may be required from time to time to assist in other departments or learning areas, in line with operational needs and at the direction of the College.

## ABOUT YOU

### Person specification

#### Essential qualifications

- Positive Working with Children Check (Blue Card), or eligibility to obtain
- Demonstrated experience working effectively as a Teacher Assistant or in a similar position including relevant qualifications, including, a Teacher Assistant Certificate III or similar related TAFE qualifications.
- A current First-Aid Certificate including CPR

#### Knowledge, experience and attributes

- Clear and effective communication skills with students, teachers, and parents.
- Ability to remain calm and supportive when working with young children, especially in challenging situations.
- Ability to build a positive rapport with students
- Knowledge of techniques to support positive behaviour and maintain a productive learning environment.
- Intermediate level skills using computer-based applications including the Google Suite, TASS (as applicable) and the College's intranet and email.
- Proven ability to work as a constructive member of a team with a professional, positive and courteous manner with students, parents, visitors, staff and other members of the public.
- Demonstrated ability to deal with confidential matters.
- Ability to meet prioritised workloads within limited time frames and attend to simultaneous and numerous requests for assistance
- Ability to deal with confidential matters and maintain confidentiality
- A willingness to learn, collaborate and act in the best interest of students

# STATEMENT OF COMMITMENT

## Safeguarding our Students

Matthew Flinders Anglican College supports the rights of children and young people and is committed to ensure the safety, welfare and wellbeing of Students. Matthew Flinders Anglican College is therefore committed to responding to allegations of student harm resulting from the conduct or actions of any person including that of employees.

To ensure the safeguarding of our students, all employees must have a current Employee Working with Children Check (Qld Blue Card or Qld Teacher Registration) before commencing work. In addition, included throughout the recruitment process are checks of suitability for employment with children.

## Workplace Health and Safety

Matthew Flinders Anglican College is committed to ensuring the physical and psychological health, safety and wellbeing of our people. Employees (including contractors and volunteers) must comply with all legislative requirements in respect to Workplace Health and Safety and follow all policies, procedures and codes to ensure a safe and accident-free workplace is maintained, hazards identified and risks are appropriately mitigated.

## Equal Employment Opportunity

Matthew Flinders Anglican College is an equal opportunity employer. We recognise that teams who reflect a diversity of lived experience, identity, perspective, and background help us to create a healthy and inclusive working culture where our staff, students and community can thrive.

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*A position description is not intended to limit the scope of a position but to highlight the key aspects of the position. The requirements of the position may be altered to meet the changing operational needs of the College.*





**Matthew Flinders Anglican College**

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**[www.mfac.edu.au](http://www.mfac.edu.au)**

*"Surrounded by our past, untitled by our future." Artwork by David Williams of Gillingim.*