

Learning Support Officer

Classification:	Education Support Officer Category B, level dependent on experience
Commencement	March 2026
Employment Status:	Ongoing part-time, 8.30am to 3.30pm, Monday to Friday
Reports to:	Principal, through the Learning Diversity Leader and Business Manager
Employment Terms:	Employment is in accordance with terms and conditions as outlined in the Catholic Education and Multi-Employer Agreement (CEMEA 2022)

Mercy College

Mercy College is a Catholic Secondary Girls' College with a proud and rich history of education in the local Coburg area and surrounding suburbs.

Guided by the Mercy values of Compassion, Excellence, Hospitality and Justice, we pride ourselves on fostering a community which empowers each student to be inquisitive, courageous and persistent. We respect, value and celebrate each student's unique gifts and all that they bring to our community.

Position Summary

The primary role of a Learning Support Officer is to:

- assist the teachers in supporting the learning of students. This support is provided under the direction of the class teacher and Learning Diversity Leader.
- work with individual students with disabilities, impairments and/or learning exceptionalities and across a range of learning areas.
- maximise participation within the mainstream curriculum, promote inclusion, support achievement and monitor progress.
- assist with the basic emotional, social and physical care of students with special needs as well as to encourage student to develop a sense of responsibility towards their own education.

The scope of the role extends across all curriculum areas of the College. However, the class teacher is legally responsible for all students in the class. Through effective communication with College staff, the Learning Support Officer will be proactive, energetic and demonstrate initiative in delivering the very best possible support of the curriculum of the College.

Child Safety

Mercy College is committed to the safety and wellbeing of our students. The College is committed to the protection of all children from all forms of child abuse. In this context, the College has implemented a comprehensive child safety program and processes which apply to all community members.

All staff appointed to the College are expected to take an active role in maintaining children's safety and have a demonstrated understanding of appropriate behaviours when engaging with children. Staff are also required to have a sound knowledge of their legal obligations relating to child safety under Ministerial Order No. 1359 Child Safe Standards.

Essential Duties and Responsibilities

Student Support

- Make themselves and the students they are assisting, a part of the whole class setting rather than an isolated unit within the classroom
- Respond to all students in the classroom in a warm and encouraging manner
- Under the guidance of the teachers, work with students in the classroom, reinforcing classroom expectations and promotion engagement
- Facilitate open communication with all subject teachers for the benefit of the students learning and academic progress.
- Maintain professional standards and use discretion as applicable for student progress, evaluation and assessment.
- Collaborate with teachers in the monitoring and support of individual students
- Embrace the diversity of students' abilities and various learning styles
- Monitor and record participation, engagement, behaviors, strengths and weaknesses in response to the curriculum needs.
- Assist, as directed, with Homework Club and Lunchtime Help
- Participate in Program Support Meeting (PSG) Meetings, reporting on students progress and all other tasks as required
- Demonstrate efficient use of SIMON for record keeping and communication.
- To provide appropriate support for students with physical, health and social/emotional complexities.
- To attend school events such as excursions, camps and special programs to maximise student participation and learning.
- Support the Learning Diversity Leader, Counselling Team, Learning and Wellbeing Leaders and Wellbeing Teachers with matters relevant to specific students.
- Any other duties as directed by the Principal or her nominated delegate

Administration

- Maintain strict confidentiality at all times
- Comply with school policies and procedures
- Attend relevant professional learning aimed at enhancing the learning support officers own knowledge and skills.
- Contribute to NCCD data collection

General accountabilities for all staff

- Contribute to a healthy and safe work environment for self and others by complying with all safe work policies and procedures.
- Maintain currency of first aid, mandatory reporting and anaphylaxis training.
- Demonstrate duty of care to students in relation to their physical and mental wellbeing.
- Demonstrate professional and collegiate relationships with colleagues.

Selection Criteria

The successful applicant must be able to demonstrate the following:

1. Strong understanding of inclusive education practices to support diverse learning styles and abilities.
2. Ability to work effectively with students, demonstrating patience, empathy and understanding of individual needs.
3. Skilled in assisting students with tailored learning plans and providing differentiated support.
4. Experience in coordinating and implementing evidence-based literacy and numeracy programs.
5. Proficient in using educational technology to support learning, track progress, and communicate with teachers and parents.
6. Experience in supporting students with social, emotional, or behavioral challenges.
7. Ability to create a safe, positive learning environment that promotes respectful behavior and student wellbeing.
8. Strong interpersonal and communication skills, including effective communication with students, staff, and parents.

No position description can be entirely comprehensive. The incumbent will be expected to carry out such other duties as may be required from time to time and are broadly consistent with the position description and its status within the College.