Learning Support Officer

Classification:	Education Support Officer Category B, level dependent on experience
Commencement	January 2027
Employment Status:	Ongoing, 8.30am to 3.30pm, Monday to Friday (as agreed)
Reports to:	Principal, through the Learning Diversity Leader
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 Learning and Inclusion

- Provide individualised support to students with diverse academic, physical, behavioural, communication and social-emotional needs, under teacher direction
- Support students to access, engage with and participate meaningfully in classroom learning and the broader school community
- Promote an inclusive classroom environment in which students receiving additional support remain active and valued members of the educational setting
- Work collaboratively with classroom and subject teachers to implement agreed learning adjustments, accommodations and strategies outlined in Personalised Learning Plans (PLPs) and other relevant student support plans
- Support individual students and small groups through one-on-one assistance and targeted learning activities, under teacher direction
- Reinforce teaching and learning activities, classroom expectations and positive engagement to support student learning and participation
- Support literacy, numeracy and other targeted intervention programs as directed by teachers
- Encourage student independence, confidence and self-advocacy, supporting students to develop the skills needed to participate as independently as possible in their learning
- Recognise and respond respectfully to the diverse learning needs, abilities, strengths and interests of students
- Assist with the preparation, adaptation and organisation of learning materials and resources to support students' individual learning needs, under teacher guidance.

Monitoring, Documentation and Collaboration

- Observe, monitor and document student participation, engagement, learning progress, behaviour, strengths and areas for development to inform teaching and support strategies
- Communicate relevant observations and information to subject teachers, the Learning Diversity Leader and other appropriate staff to support student learning and academic progress
- Collaborate with teachers and relevant members of the Learning Diversity and Wellbeing teams to monitor the effectiveness of adjustments and support strategies
- Maintain accurate, timely and confidential student records using SIMON and other school-approved systems
- Contribute to the collection and maintenance of evidence and documentation relevant to the Nationally Consistent Collection of Data on School Students with Disability (NCCD), under the direction of the Learning Diversity Leader
- Participate in Program Support Group (PSG) meetings and other relevant meetings, as required, contributing observations and information about student participation, progress and support needs.
- Assist with Homework Club, Lunchtime Help and other learning support programs, as directed
- Maintain open and professional communication with relevant teachers and support staff to promote consistency in the implementation of student learning and support strategies

Classroom Support and Student Participation

- Assist students during classroom activities, examinations and other assessment tasks, where required, under teacher direction and in accordance with relevant assessment conditions and approved adjustments

- Support student participation in excursions, camps, school events and special programs to maximise access, inclusion and learning opportunities, as required
- Reinforce positive behaviour, classroom expectations and agreed strategies that support student engagement, self-regulation and independence
- Work under the guidance and direction of teachers to support learning activities and respond to student needs, recognising that responsibility for curriculum planning, instruction and assessment remains with the relevant teacher.

Student Wellbeing, Safety and Duty of Care

- Respond to students in a supportive and inclusive manner, fostering a sense of safety, connection and belonging within the classroom and wider school community
- Follow relevant student health, personal care, behaviour support, risk management and emergency procedures within the scope of the role and in accordance with school policies
- Exercise appropriate duty of care and promptly communicate concerns regarding student safety, wellbeing or learning to the relevant staff members
- Maintain professional boundaries and handle sensitive student and family information with discretion and confidentiality
- Contribute to a safe, supportive and inclusive learning environment for all students

Administration

- Maintain strict confidentiality at all times
- Comply with school policies and procedures
- Participate in relevant professional learning to develop knowledge and skills in inclusive education, disability, student wellbeing, learning adjustments and other areas relevant to the role
- Contribute to NCCD data collection
- Support the Learning Diversity Leader, Learning and Wellbeing Leaders, Counselling Team and Subject Teachers in matters relating to student learning, inclusion and wellbeing, as directed.

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.
- Undertake other duties appropriate to the position as reasonably directed by the Principal, or their nominated delegate.

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.