

POSITION DESCRIPTION

POSITION: Learning Support Officer (*Junior School*)

Reports to: Head of Learning Enhancement (*Junior School*) / Head of Junior School

Key Purpose

The Learning Support Officer (LSO) works across the Junior School (Prep-6) to provide tailored, practical support that enables students to access the curriculum, engage confidently in learning and develop greater independence.

As a member of the Learning Support team, the LSO builds positive relationships with students and works collaboratively with the Head of Learning Enhancement (Junior School) and classroom teachers to implement appropriate adjustments, strategies and supports.

The LSO supports student learning through the implementation of differentiated learning strategies, scaffolding and engagement, while contributing to an inclusive and supportive learning environment. The role also includes preparing and adapting resources, assisting teachers with assessment processes, student supervision and undertaking organisational tasks that support the effective delivery of learning programs.

Working under the general direction of the Head of Learning Enhancement (Junior School), the LSO demonstrates initiative, empathy, flexibility and sound professional judgement in responding to student needs and supporting teachers.

Responsibilities and Duties

The responsibilities of a Learning Support Officer include, but are not limited to:

Responsibilities and Duties

- Work under the guidance and direction of the Head of Learning Enhancement (Junior School) and relevant classroom teachers.
- Implement agreed strategies, activities and adjustments to support the individual learning needs of students.
- Provide relevant feedback to classroom teachers and the Head of Learning Enhancement (Junior School) regarding student progress, engagement, learning behaviours and wellbeing.
- Foster a positive, inclusive and collaborative learning environment that recognises and responds to the individual needs of students.
- Provide effective assistance to teachers and the Head of Learning Enhancement (Junior School), exercising appropriate discretion and judgement within the scope of the role.
- Assist with student learning, including observing and identifying learning needs and contributing to the evaluation of student progress, under the direction and supervision of a teacher or the Head of Learning Enhancement (Junior School).

Learning Support Duties

- Provide targeted support in Literacy and Numeracy across Prep–6, as directed by the classroom teacher and Head of Learning Enhancement (Junior School).



MENTONE GIRLS' GRAMMAR

- Develop an understanding of the specific learning needs of students and the learning support programs and strategies operating within the School.
- Provide feedback to classroom teachers and the Head of Learning Enhancement (Junior School) regarding student engagement with the curriculum, learning behaviours and other relevant observations.
- Support the implementation of agreed adjustments and strategies to meet individual student learning needs.
- Reinforce teacher instructions, encourage student engagement and assist students to remain focused on learning tasks.
- Support students and teachers in responding appropriately to behavioural challenges and, where appropriate, assist with strategies that enable the student to re-engage with learning.
- Assist students to develop positive social interactions with their peers and promote their confidence, independence and participation in the classroom.
- Provide individual or small-group support to assist students in developing specific skills.
- Supervise students in the playground, where required, and monitor their safety, wellbeing and social interactions.
- Accompany students on excursions, incursions and other school activities, as required.
- Attend Education Support Group (ESG) meetings, as required, and contribute relevant observations and information to support communication between parents, teachers and other relevant staff.
- Attend meetings to review and monitor student programs and support strategies.

General Duties

- Support teachers in the delivery of educational programs for students with individual learning needs, ensuring students are supported to access and participate in classroom and school activities.
- Promote the inclusion and participation of students within the whole-class learning environment and avoid unnecessary isolation from their peers.
- Develop an understanding of classroom expectations and support teachers in implementing agreed modifications and adjustments to student learning programs.
- Respond to all students in the classroom in a warm, respectful and encouraging manner.
- Work cooperatively and positively with teachers, Learning Support staff, students and other members of the School community.
- Actively participate in classroom and school activities, providing assistance, encouragement and intervention where appropriate.
- Assist with learning activities outside the classroom and supervise students during recess and lunch, where required.
- Encourage students to develop independence and self-management skills, consistent with their individual needs and capabilities.

Other Duties

- Attend and contribute to Learning Support meetings
- Attend all staff meetings, including weekly staff briefings
- Work flexibly and as part of a team in the pursuit of the School's Mission
- As specified by the Head of Learning Enhancement (JS) and/or Head of School(s)
- As specified by the Principal.



MENTONE GIRLS' GRAMMAR

Additional Information (about role)

- The class teacher is legally responsible for all students in class
- The class teacher and the Head of Learning Enhancement and/or Learning Support Teachers are responsible for developing programs deemed necessary for the student; the LSO facilitates the implementation of these
- Final responsibility for the student's behaviour and progress rests with the class teacher, not the Learning Support Officer
- Refer all teacher or parent queries to the Head of Learning Enhancement (JS) and Head of School (or delegate); do not engage in conversation about a child's progress with a parent
- Confidentiality is crucial. Details of a child's individual needs or program may only be discussed with relevant staff.

Qualifications and Essential Criteria

- Hold an Integration/Teacher Aide Certificate of Education or Tertiary qualifications in a related field such as Education, Psychology, Math or Science
- At least two years' experience in an educational setting
- Advanced literacy and numeracy skills to support students from Years P-6
- An understanding of child and/or adolescent development
- First Aid certification, including Anaphylaxis, Asthma and CPR.
- Current Working with Children Check (Employee).

Characteristics, Qualities and Skills

- Understanding of the social and developmental needs of students in a K–12 setting.
- Strong interpersonal and communication skills, with the ability to build rapport with students and staff.
- Empathetic, resilient and student-focused, with high emotional intelligence.
- Organised and flexible, able to manage competing priorities and adapt to changing circumstances.
- Effective team member with a collaborative approach.
- Demonstrated discretion, professionalism and commitment to confidentiality.
- Proactive, reliable and able to exercise initiative.

Child Safe

Mentone Girls' Grammar School is committed to promoting the safety, wellbeing, inclusion and participation of all children, including Aboriginal children, children with disability, and children from culturally and linguistically diverse backgrounds. The School has zero tolerance for child abuse and is committed to maintaining a child-safe environment in accordance with the Victorian Child Safe Standards.

All employees are required to comply with the School's Child Safety and Wellbeing Policy, Code of Conduct and all related policies and procedures, and to actively contribute to a culture that prioritises the safety and wellbeing of every child. Appointment to this position is subject to satisfactory pre-employment screening, including relevant child safety and background checks.



MENTONE GIRLS' GRAMMAR

Risk Management and Work, Health and Safety: General Responsibilities

- Proactively identify, report and assist in managing workplace risks.
- Comply with all relevant legislation, regulations, codes of practice, and School policies and procedures.
- Take reasonable care for their own health and safety, and that of others who may be affected by their actions.
- Cooperate with the School's health, safety and wellbeing initiatives, including participating in required training.
- Use equipment, personal protective equipment (PPE) and safety systems correctly and in accordance with instructions.
- Work collaboratively and respectfully with colleagues, students, parents and members of the School community.
- Promptly report hazards, incidents, injuries and any health and safety concerns to their manager.

All employees are responsible for maintaining a safe and healthy workplace. Compliance with the School's health and safety requirements and safe work practices is a condition of employment.

Employment Conditions

EBA Classification	Conditions of employment as per the Mentone Girls' Grammar School EBA
Salary Classification:	Schedule 2A – School Assistants <i>Annualised salary, paid in accordance with the applicable EBA classification and employment conditions</i>
Commencement Date	27 January 2027
FTE	Full-time ongoing, term time <i><u>Term weeks:</u> means the weeks in the School year that students are required to attend school. Attendance of this role at the School is not required for periods of time when students are not present (when student instruction does not occur.)</i> <i>Flexibility to work outside normal business hours is essential. Any additional hours worked will be paid at applicable hourly rate.</i>
Non-Term Weeks	<i>No attendance is required during non-term weeks.</i>
Physical Capabilities	The position requires the ability to sit for extended periods, use a computer, stand and walk throughout the day, communicate effectively, use stairs and steps, and carry items as required.
Date Prepared	September 2026