

POSITION DESCRIPTION

POSITION: Learning Support Officer (Senior School)

Reports to: Head of Learning Support

Key Purpose

The Learning Support Officer (LSO) works across the Senior School (Years 7–12) 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 Support (Senior School) and classroom teachers to implement appropriate adjustments, strategies and supports.

The LSO supports student learning through differentiation, scaffolding, engagement and the provision of an inclusive and supportive learning environment. The role also includes preparing resources, assisting with assessment and supervision, and undertaking organisational tasks that support the effective delivery of learning programs.

Working under the general direction of the Head of Learning Support (*Senior 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:

Student Support

- Assist with differentiation and scaffolding of tasks across subject areas.
- Provide encouragement, guidance and practical support to students.
- Reinforce teacher instructions and help keep students on task.
- Support the implementation of Individual Learning Plans (ILPs) and special provisions.
- Assist students with tests and examinations as required.
- Contribute to the development of students' social skills, self-esteem and independence.
- Provide feedback to teachers and the Head of Learning Support about student progress, learning behaviours and curriculum access.

Classroom and Teacher Support

- Work collaboratively with teachers to implement targeted learning strategies.
- Prepare and maintain learning materials and resources.
- Assist with supervision in classrooms, playgrounds, excursions and activities as needed.
- Support the integration of students with additional needs into mainstream class settings.
- Provide teachers with timely feedback on classroom observations and student engagement.

Team and Community Contribution

- Attend and contribute to Learning Support meetings, ESGs and regular reviews of student programs.



MENTONE GIRLS' GRAMMAR

- Work in partnership with Heads of Year, teachers and parents, referring all parent queries to the Head of Learning Support.
- Participate in staff briefings, professional learning, and whole-school activities as required.
- Contribute to fostering a positive, inclusive and safe school culture.

Additional Information (about role)

- The class teacher is legally responsible for all students in class
- The class teacher and the Head of Learning Support 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 Support 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 Relevant Experience

- Certificate III in Education Support or tertiary qualifications in a related field (e.g. Education, Psychology, English, Humanities, Mathematics, Science).
- Current Working with Children Check (Employee).
- Minimum of two years' experience in an educational setting.
- Strong literacy and numeracy skills to support students across Years 7–12.
- Understanding of child and adolescent development.
- First Aid certification, including Anaphylaxis, Asthma and CPR.

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.

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>
FTE	This position is part-time FTE 0.60, term time
Fixed Term Period	27 January 2027 – 8 December 2027 <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