

POSITION DESCRIPTION

POSITION: Learning Support Teacher *(Junior School)*
Reports to: Head of Junior School

Key Purpose

The Learning Support Teacher is responsible for providing targeted teaching, intervention and support to students across the Junior School (Prep-6) who require additional assistance to access the curriculum and participate successfully in their learning.

The role works collaboratively with classroom teachers and the Head of Learning Enhancement (Junior School) to identify student learning needs, provide educational advice and develop and implement appropriate teaching strategies, adjustments and intervention programs.

Learning Support Teachers provide supplementary teaching through individual, small group and, where appropriate, whole class support. They plan and deliver effective, evidence-informed teaching programs, monitor student progress and adjust strategies to respond to individual learning needs.

The Learning Support Teacher works collaboratively with students, teachers, families and relevant professionals to promote student engagement, confidence and independence, and to support students to participate successfully within the mainstream classroom.

The Learning Support Teacher is a member of the broader Learning Support team, working collaboratively with the Head of Learning Support (Junior School), Learning Support Officers and other staff to provide a coordinated and inclusive approach to student learning and support.

Responsibilities and Duties

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

Responsibilities and Duties

- Provide targeted teaching and intervention to students individually, in small groups and within the classroom
- Assess and identify student learning needs and monitor student progress through appropriate assessment
- Develop and review Individual Learning Plans, adjustments and targeted intervention strategies
- Collaborate with classroom teachers to differentiate curriculum and adapt learning programs to meet individual needs
- Provide practical advice, resources and strategies to teachers to support inclusive classroom practice
- Work collaboratively with the Head of Learning Support, teachers, families and relevant professionals, including participation in student support meetings where required
- Maintain accurate student records and ensure relevant information is communicated to staff to support continuity of student learning
- Support positive transitions and pathways for students with additional learning needs



MENTONE GIRLS' GRAMMAR

- Contribute to the development and delivery of Learning Support programs within the Junior School
- Monitor student wellbeing and liaise with relevant staff and families where concerns arise
- Contribute to relevant professional learning, meetings and activities that support effective Learning Support practice.

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.

Qualifications and Essential Criteria

- Current Victorian Institute of Teaching (VIT) registration
- Relevant teaching qualification
- Postgraduate Certificate in Special Education (desired)
- Demonstrated experience supporting students with diverse learning needs within a primary school setting
- Knowledge and experience in the delivery of targeted literacy and numeracy intervention
- Understanding of inclusive education practices and reasonable adjustments
- First Aid certification, including Anaphylaxis, Asthma and CPR

Characteristics, Qualities and Skills

- Understanding of student development and diverse learning needs.
- Ability to assess learning needs and implement targeted, differentiated strategies.
- Strong interpersonal and communication skills, with the ability to build positive relationships.
- Collaborative approach, with the ability to work effectively with teachers, families and other professionals.
- Warm, empathetic and student-focused, with a commitment to student confidence and independence.
- Organised, flexible and adaptable, with sound professional judgement.
- Proactive, reliable and able to exercise initiative while managing competing priorities.
- Professional, discreet and committed to confidentiality, continuous learning and reflective practice.

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 1B – Salaries (Teachers)
FTE	FTE 0.60 Part time (fixed term) 27 January 2027 – 10 December 2027
Other Conditions	Attend designated student-free and Staff Days for planning, professional development, training and preparation. Participate in camps, excursions, sporting activities and other co-curricular activities as required. Undertake other duties consistent with the responsibilities of the position.
Physical Capabilities	Ability to undertake the physical requirements of the role, including sitting, standing, walking, using stairs, communicating and working at a computer for extended periods.
Date Prepared	September 2026