



Learning Support Assistant

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Oxley College Vision, Mission and Values Statements

Oxley Christian College vision, mission and values are, correspondingly, to:

- Delight in God's love through inspired learning.
- Provide an education for excellence within a Biblical Christian worldview.
- Engage in and promote whatever is true, good and beautiful.

1. Position Summary

POSITION TITLE:	Learning Support Assistant
AREA / DEPARTMENT:	Learning Enhancement (Junior School)
RESPONSIBLE TO:	Head of Learning Enhancement (Junior School) Head of Junior School
ADDITIONAL KEY RELATIONSHIPS:	Junior School Leadership Team, Junior School Teaching and Learning Team, Junior School Admin Team, Junior School Learning Enhancement Team, Junior School Coordinators, Director of Admissions.
FTE	Full time

2. Responsibilities

The primary responsibility of a Learning Support Assistant is to support the educational and developmental needs of students in the Junior School, ensuring they have access to a quality learning experience.

Key responsibilities include:

- Providing in-class support to students with diverse learning needs.
- Assisting teachers in the implementation of individual education plans (IEPs).
- Supporting students in developing study and organisational skills.
- Collaborating with teachers to adapt learning materials to meet individual student needs.
- Monitoring and reporting on student progress and engagement.

3. Duties

- Assist in the delivery of differentiated instruction to students.
- Provide one-on-one or small group support to students as needed.
- Help manage classroom behaviour and create a positive learning environment.
- Help classroom teachers to prepare and organise learning materials and resources.
- Support students with special educational needs in accessing the curriculum.
- Participate in the assessment and evaluation of student progress.
- Communicate regularly with teachers and other stakeholders about student needs and progress.

4. Related Duties

- Attend relevant professional development sessions to stay informed about best practices in learning support.
- Participate in team meetings and contribute to the planning and evaluation of learning support programs.
- Assist with the supervision of students during school activities, as required.
- Support the implementation of school policies and procedures.

5. Personal Attributes

- The character, disposition, ability and desire to support and maintain the Christian ethos of the College.
- Commitment to constant improvement and a willingness to undertake training and professional learning and development.
- Maintain a high level of planning and organisational skills.
- Excellent interpersonal and communication skills displays a professional manner that models Christ-like behaviour and seeks a similar response.
- A demonstrated commitment to the use of learning technologies in this position and in the classroom.

6. Meetings Required to Attend

- Learning Support Team meetings.
- Staff meetings as required.
- Professional development sessions relevant to learning support.
- Parent-teacher meetings and IEP review sessions, as needed.

7. Occupational Health and Safety

- Address student behaviour and safety issues promptly and in a manner that discharges the College's duty of care.
- Take reasonable care of own health and safety at work, as well as the health and safety of others, in compliance with the Occupational Health and Safety Act 2004 (Vic).
- Ensure, so far as is reasonably practicable, that work / study / classroom areas under your control are without risk to health and safety of occupants.
- Have knowledge of, and comply with the College's OHS policies and procedures.
- Comply with all safe work practices, ensuring reasonable care of your own health and safety and that of other staff, students and visitors.
- Participate in relevant training and induction sessions.
- Report all incidents and / or potential hazards to the Head of School and Property Manager as soon as possible.

8. Key Performance Indicators (KPIs)

- Effective support of students in achieving their individual learning goals.
- Positive feedback from teachers and parents regarding student support.
- Timely and accurate reporting of student progress and challenges.
- Active participation in professional development and team meetings.
- Adherence to school policies and procedures.

9. Position Requirements

- Experience working in an educational setting, preferably with Prep – Year 6.
- Relevant qualifications in education or a related field.
- Strong understanding of diverse learning needs and strategies to support them.
- Excellent communication and interpersonal skills.
- Ability to work collaboratively with teachers, parents, and other stakeholders.
- Commitment to fostering an inclusive and supportive learning environment.

10. Minimum Qualifications

- Certificate III or IV in Education Support or an education qualification (i.e. Bachelor of Education).
- Completion of First Aid Training – Provide First Aid HLTAID011 or higher level (or willingness to obtain).
- Completion of Anaphylaxis Management Training (ASCIA eLearning VIC, 22300VIC or 10710NAT) and Provide Cardiopulmonary Resuscitation – HLTAID009.
- Hold a current Victorian Employee Working With Children Check or VIT registration.
- Eligibility to work in Australia.

11. Performance Appraisal

All staff within the College will be expected to undertake an appraisal process – the type and timing of which will be decided by the College Executive.

12. Child Safe

- The College is a student safe environment, and takes a zero-tolerance approach to any behaviours that compromise the safety of children and young people (including child abuse and other types of reportable conduct).

- Preferred applicants will be subject to student protection screening, background and reference checks, and verification of identity checks.
- All College staff must adhere to the College's student safety practices, as outlined in the Child Safety and Wellbeing Policy, available on the College's website. This includes ensuring that staff maintain professional boundaries with students at all times.
- All staff must attend child protection training as required, and comply with their legal obligations to report concerns in compliance with applicable College policies and laws.
- All staff must demonstrate a commitment to compliance with ministerial order MO.1359 as implemented by Oxley Christian College's adoption of the child safe standards and the Oxley Christian College Staff Code of Conduct and related policies.

13. Confidentiality

The incumbent must maintain strict confidentiality with reference to all matters relating to students and staff, both within the College and outside the College, in accordance with the provisions of the Privacy Act 1988 and the Australian Privacy Principles and the College Privacy Policy. In addition, it is an expectation that employees will keep their salary terms and conditions confidential.

14. Quality Assurance

The incumbent is required to participate with any Quality Assurance Programs from time-to-time and to be committed to excellence in all aspects of care and cost containment within their area of responsibility.

15. Application Process

Applicants must submit:

- A complete Non-Teaching Application form available on the College website.
- A cover letter addressing the key responsibilities and essential requirements.
- A current resume.
- Contact details for two professional referees and one pastoral referee.
- Evidence of a current Victorian Employee Working With Children Check or VIT registration.

Applications should be addressed to the Principal. A cover letter, completed application form and resume should be emailed to employment@oxley.vic.edu.au.

NB: This position description is not intended to represent the entirety of the position nor is it intended to be all-inclusive. Oxley Christian College reserves the right to modify this position description in consultation with the incumbent from time to time depending on the operational needs and requirements of the College.