



Position Description

Learning Support Officer

Position title	Learning Support Officer
Reports to	Head of Personalised Learning
Category	Category B

Role Description

The Learning Support Officer works collaboratively with teachers and Personalised Learning staff to provide optimal learning opportunities for students with additional academic, social, and physical needs. This role requires confidentiality, flexibility, and a proactive approach to supporting students’ access to the curriculum and overall wellbeing. The Learning Support Officer is a key member of the Personalised Learning Team, contributing to a positive, inclusive, and safe school environment. They are expected to uphold all legislative obligations related to Child Safeguarding and Occupational Health and Safety, in alignment with College policies.

Key Areas of Responsibilities

- Support designated students in accessing the curriculum and participating fully in school life, as outlined in their personal learning plans.
- Collaborate with teachers and the Personalised Learning Team to monitor student progress and wellbeing, providing feedback and implementing agreed strategies.
- Provide assistance to subject teachers by working with students in small groups or individual settings as required.
- Maintain records of student progress, performance and supports provided within the classroom as evidence for level of adjustment, in line with the legislative requirements of the National Consistent Collection of Data (NCCD) process.

Key Duties

- Under the instruction of the Head of Personalised Learning, assist students to access the Assumption College student program, as outlined in their Personal Learning Plan (PLP).
- Be a positive, friendly and patient presence in classrooms, and at the direction of the subject teacher, assist designated students to access the intended curriculum.

- Be proactive in providing feedback to the subject teacher and Head of Personalised Learning about student academic progress and wellbeing.
- Assisting students to access the Assumption College student program may include scheduled duties at student break times, and attendance at other school activities such as excursions and camps.
- Utilise agreed behaviour management procedures as identified in the student PLP.
- Attend scheduled meetings and professional learning sessions as directed.
- Support indigenous students to improve educational outcomes.
- Supervise special provision arrangements as required. This includes providing support in assessments and examinations including but not limited to:
 - Scribing
 - Management and supervision of extra time and rest breaks
 - Use of assistive technologies
- Other duties as directed by the Principal

Qualifications and Experience

Essential

- Current WWC and National Police Check
- First aid is essential (The College will provide this training if necessary).

Desirable:

- Certificate III Education Support

Membership

The Learning Support Officer work **in collaboration with:**

- Personalised Learning Team
- Wellbeing Teams
- Learning & Teaching Team
- Subject Teachers