



Position Description



Learning Support Officer

Reports To	Learning Diversity Leader
Position Classification	Education Support Officer Category B (work school terms only)
Salary Level	Level 2 (\$63,096 to \$72,459 pro rata for part time)
Tenure and FTE	Ongoing, 0.86FTE (Monday to Friday 8:30am to 3:30pm)
Conditions	Employment is in accordance with the terms and conditions as outlined in the Catholic Education Multi-Enterprise Agreement (CEMEA) 2022 and any instrument which replaces it

Overview

St Columba's College Ltd is a Catholic secondary girls' school located in Essendon under the stewardship of Mary Aikenhead Ministries and conducted in the tradition of the Sisters of Charity.

Staff at St Columba's College are called to be co-workers in the ecclesial mission of witnessing and proclaiming God's reign.

All staff members of St Columba's College are expected to support Catholic education in the spirit of Mary Aikenhead as expressed in the College's Vision and Mission statements.

Each staff member's role is designed to contribute to the best possible educational outcomes for all students, enhance the community's strengths and ensure careful stewardship of the College's resources.

Commitment to Child Safety

St Columba's College is a child safe environment. Our College actively promotes the safety and wellbeing of all students, and all College staff are committed to protecting students from abuse or harm, in accordance with their legal obligations including Child Safe Standards. The College's Child Safety Code of Conduct is available on the College website. Every staff member will have a demonstrated understanding of the College's Child Safety Code of Conduct. Applicants should have the following qualities and capabilities:

- experience working with children
- a demonstrated understanding of child safety
- a demonstrated understanding of appropriate behaviours when engaging with children
- familiarity with legal obligations relating to child safety (e.g. mandatory reporting)
- be a suitable person to engage in child-related work.

Position Summary

The Learning Support Officer provides support to students with diverse learning needs, working under the guidance of the teacher to facilitate their access to the curriculum and promote their



overall development. This involves assisting with classroom activities and implementing individualised learning plans.

Key Accountabilities

- To work with individual students with disabilities, impairments or learning difficulties within the classroom and across a range of Learning Areas in order to maximise participation within the mainstream curriculum, promote inclusion, support achievement and monitor progress
- To work with individual students or small groups of students outside the classroom under the direction of the classroom teacher or Learning Diversity Leader
- To assist with the basic emotional and physical care of students with special needs as well as to encourage students to develop a sense of responsibility towards their own education
- To collaborate with teachers in the monitoring and support of individual students
- To act in a support role to the whole class as appropriate

Curriculum Associated Duties

- To assist students in their understanding and use of information given in class
- To take notes regarding information/instructions, both verbal and written as delivered by the class teacher to support and enhance student understanding
- To keep copies of worksheets or handouts with attached explanations, to record homework and assignment requirements for absent students
- To assist students with research for assignments, completion and submission of tasks and clarification of questions during tests
- To assist teachers in the production and delivery of teaching materials, resources and programs appropriate to the student's needs
- To assist teachers with modification of class work, tests and assignments, as required
- To encourage student participation in small group and whole class activities
- To monitor and record participation, engagement, behaviours, strengths and weaknesses, and level of assistance required by the students

Organisational and Management Duties

- To maintain records of lessons attended and brief notes of work undertaken with students
- To help students address organisational skills such as use of the College diary, lockers, books and folders
- To provide experiences of success, build the students' confidence in their skills and encourage independence in students' learning
- To provide appropriate support for students with physical, health, or social/emotional impairments
- To collaborate with teachers in the monitoring and evaluation of individual students
- To provide class teachers and Learning Diversity Leader with information regarding the student and successful strategies for the student
- To communicate with parents via the College diary



Team Membership Responsibilities

- To participate in Program Support Group Meetings – reporting on student’s progress and minute taking
- To attend and contribute to the Learning Diversity Team meetings
- To attend off campus school events such as excursions, camps, special programs, and activity days where special needs students are involved to maximise their participation and learning
- To attend and participate at staff meetings, where appropriate
- To support the Learning Diversity Leader, Student Counsellors, House Leaders and House Teachers with matters relevant to specific students
- To assist, as required, with Homework Club one or two afternoons per week (3.30 pm to 4.15 pm)
- To attend relevant Professional Learning activities aimed at enhancing the Learning Support Officer’s own knowledge and skills and provide feedback
- Other duties as directed by the Learning Diversity Leader and/or the Principal

Selection Criteria

- Certificate IV in School Based Education Support or equivalent
- Working With Children Check and National Police Records Check (or willingness to obtain)
- Demonstrated expertise and skills in understanding the needs of students and know how to contribute effectively to the adaptation and delivery of support to meet individual needs
- Demonstrated understanding of inclusion and interest in working with young people with additional learning needs
- Demonstrated ability to build rapport, trust and positive relationships with young people
- Ability to model and develop in young people strong social and emotional skills
- Interest in, and capacity to, support student learning across all curriculum areas
- Well developed interpersonal, verbal, and written communication skills
- Proven ability to work autonomously and a demonstrated, well-developed ability in time management and organisational skills, including prioritisation and meeting deadlines in a fast-paced environment with competing demands
- Ability to work collaboratively, sustain professional relationships and build an effective team culture
- Experience working in a team environment
- Demonstrated problem solving and analytical skills

Risk and Occupational Health and Safety

All staff will:

- comply with legislated occupational health and safety practices and participate in consultative processes
- observe safe work practices in accordance with training and instruction given
- identify, report and where appropriate, action risks/hazards in order to eliminate or mitigate against the risk recurring (risks arising in the workplace may be financial, site, task or person specific or related to safety)



- promote and implement occupational health and safety and risk mitigation processes within and across this area of responsibility.

Team Membership

- Learning Diversity
- Education Support

Other Requirements

- Flexibility to vary working hours to fulfil the requirements of the position
- Professional Business attire

AUTHORISED BY PRINCIPAL
AUGUST 2025

