



MARCELLIN
COLLEGE

EST. 1950

Position Description

Learning Support Officer

Strive for the highest

HUMILITY | EXCELLENCE | ACCEPTANCE | RESILIENCE | TRUST



Position Details

Role	Learning Support Officer
Classification	ESO Category B
Reports to	Learning Diversity Leader

“All students regardless of race, age or gender, by virtue of their dignity as human persons, have a right to an education that is suited to their particular needs and adapted to their ability”.
- Pope Paul VI 1965)

Marcellin College is a leading Catholic secondary school for boys conducted by the Marist Brothers since 1950. The College is part of the mission of the Catholic Church and is a faith community where learning and teaching seeks the integration of faith, life and culture.

The Learning Support Officer (LSO) reports to the Learning Diversity Leader and is a member of the Learning Diversity Team. The LSO is expected to support a collaborative culture of quality learning along with classroom teachers, the Deputy Principal – Learning and Teaching, the Director of Learning Culture and Learning Leaders to ensure maximum levels of support for students with individual needs.

The LSO is required to assist students to integrate into a mainstream setting and to access the mainstream curriculum. They also work with students who are monitored under the Nationally Consistent Collection of Data (NCCD) with disabilities, impairments, learning difficulties or those students requiring extension in their learning.

The LSO is responsible for exhibiting the College philosophy and modelling and supporting the goals of the College Mission – Education, Spirituality, Community and Justice. The position is expected to support the vision and goals of the College as a learning community and to participate in their own on-going professional development and learning.

Commitment to the Catholic Ethos

It is expected that all staff of Marcellin endeavor to uphold the Catholic and Marist identity of the College and to live out its vision. In practice this involves:

- An acceptance of the Catholic educational philosophy of the College
- Development and maintenance of an adequate understanding of those aspects of Catholic teaching that touch upon the aspects of their work
- A commitment to strive to help students to understand, accept and appreciate Catholic teaching and Marist characteristics through their teaching and other work and by personal example;ent progress and wellbeing.
- Comply with the accreditation policy of the CECV to teach in a Catholic school and other CECV and Marist Schools Australia policies.
- Work in partnership with parents, subject teachers, Pastoral Leaders, House Leaders and Director of Learning Culture in monitoring Student progress and well-being.



Responsibilities

- Be proactive in liaising with subject teachers and subject conveners in relation to curriculum adjustments and the management of equipment, materials and resources, including the preparation of curriculum support materials
- Work proactively in support of specific course convenors and subject teachers to plan learning activities, differentiation of class work, tests, assignments and strategies to meet the individual needs of students, especially those monitored by the NCCD
- Conduct learning activities and supervision of students with disabilities, impairments or learning difficulties in the classroom, and across a range of activities in specific Learning Areas, in order to maximise participation within the mainstream curriculum, promote inclusion, support achievement and monitor progress
- Assist students in their understanding and use of information, provide experiences of success, build the students' confidence in their skills and encourage independence in students' learning
- Consult with the subject teacher, as identified by either the teacher or the LSO, on task/curriculum adjustments required and amendments to task instructions. Monitor student engagement during class, providing additional research for subject matter, including pre-reading of novels
- Support student note taking and understanding through audio/visual recording, email and scribing where required
- Assist subject convenors with the smooth organisation of assessment situations and exam preparation as they relate to students with individual needs, and those with Special Provisions, including finding additional resources and liaising with Learning Diversity teachers and external professionals as required
- Be proactive in seeking out professional learning opportunities and share these with affiliated departments/staff, in consultation with the Learning Diversity Leader
- Where applicable work collaboratively with the Learning Diversity Leader in the implementation of specific educational programs that enhance students' learning
- Attend classes as per timetable, provide support with implementation of Personalised Learning Plans (PLP) and monitor Specific, Measurable, Achievable, Relevant and Time-framed (SMART) goals for students
- Discuss student information with staff in relevant forums eg; PSGs and relevant staff meetings
- Update anecdotal log by recording observations about student participation, behaviours, assistance required and queries that may need addressing with the classroom teacher/Learning Diversity Leader
- Actively promote student independence in learning, the development of self-efficacy and in understanding school routines
- Actively promote and support the College's co-curricular program by attending camps, excursions and other external activities/venues as required
- Collaborate with Careers' Practitioners and the Resource Centre in meeting the learning needs of students
- Provide appropriate support for students with sensory, health, intellectual or social/emotional impairments, ensuring all students have access to a safe learning environment
- Assist with the basic social, emotional and physical care of students with individual needs, as well as academically, to encourage students to develop a greater sense of independence and responsibility towards their own education



- Address the pastoral care and behavior management of students in collaboration with Pastoral Leaders, Teachers, Learning Diversity Leaders and House Leaders
- Support the Transition of incoming students
- Support the implementation of physiotherapy, speech and occupational therapy programs as the need arises
- Assist students who have additional physical needs and may require support in mobility around the school
- Where required, supervise students on special programs such as travel training, community access or work skills
- Attend a range of meetings including, specific Learning Area Meetings and the Convenors' meetings, the weekly Learning Diversity Department meetings and morning prayer, and College Staff Meetings, and be involved in the discussion, planning and coordination of Learning Area activities/events
- As a life-long learner the LSO will support the Professional Learning Leader and Learning Diversity Leader in discerning and attending relevant Professional Learning activities
- Collaborate with the Learning Diversity Leaders and Learning Leaders to engage staff in building their capacity to differentiate curriculum and personalize learning
- Use work practices that meet legislative requirements related to working with students with disabilities; and use accurate and non-discriminatory language when working with students with disabilities
- Attend Program Support Group meetings to report on student progress and record discussion with parents and/or outside providers if required
- Attendance at co-curricular activities such as Sport Carnivals/Champagnat Day and other College events as directed.



Selection Criteria

Applicants should be able to demonstrate:

- A commitment to Catholic ethos and Marist spirituality.
- A sound understanding of the Victorian Curriculum, and the ability to implement a range of contemporary learning support strategies in an inclusive boys' secondary school
- Relevant work experience and tertiary background in Education, or an Allied Health area such as Speech Pathology. Alternatively, a minimum requirement of a Cert IV Education/Support
- Demonstrated high level written and verbal communication skills, and high-level interpersonal skills including a capacity to develop constructive relationships with students, staff and parents
- An ability to work within a collaborative decision-making structure
- Proven capacity to prepare written reports, individual learning plans, take anecdotal notes
- Experience using the student performance data, to help teachers map out the learning goals for students with additional needs
- A commitment to Child Safety and experience working within a child safe culture

Current WWCC and Police Check

Commitment to child safety

- A demonstrated understanding of child safety.
- A demonstrated understanding of appropriate behaviours when engaging with children.
- Familiarity with legal obligations relating to child safety.
- A commitment to undertake assigned child safety training in timely manner.

Child Safety

Marcellin College has zero tolerance for child abuse and is committed to the safety and wellbeing of our students. The College and our governing body Marist Schools Australia have implemented a comprehensive Child Safeguarding Program in accordance with 'Ministerial Order No. 1359 – Implementing the Child Safe Standards – Managing the Risk of Child Abuse in Schools and School Boarding Premises.

All staff at Marcellin College take an active role, and are well informed of their obligations, in relation to Child Safety under Ministerial Order No 1359. Employment at Marcellin College is subject to school policies including the Child Safeguarding Policy, Marist Child Safe Adult Code of Conduct, Staff and Student Professional Boundaries, Mandatory Reporting Policy and Statement of Principles Regarding Catholic Education being read, understood and adhered to by being proactive in reporting any concerns or identified risk. Where students are under staff care, there is an obligation to take all practical steps to protect students where a risk to students' safety has been identified.

All staff at Marcellin College are committed to embedding a culture of Child Safety and implementing all child safe procedures and requirements when employing and engaging any workers including all employees, volunteers and contractors. For further information on our policies please refer to our [Marcellin](https://www.marcellin.vic.edu.au) website.

Terms and Conditions of employment are as per the Catholic Education Multi Enterprise Agreement 2022 (CEMEA 2022).

Further information

Further information about this position is available from human.resources@marcellin.vic.edu.au
This position description was modified on 16 October 2026.