

Learning Support Officer

ROLE DESCRIPTION

Overview

All positions at Sacred Heart College are appointed by the Principal and are founded on the Christian values and traditions exemplified by Jesus Christ and inspired by Catherine McAuley and the Sisters of Mercy.

Each Sacred Heart College staff member is expected to actively uphold and demonstrate the core values of Compassion, Respect, Hospitality, Courage, Justice, and Service in their daily work and interactions.

In their roles, staff are called to contribute positively to the life of the College by fostering respectful and supportive relationships with all members of the school community – including students, colleagues, parents, and families – reflecting the spirit of service that is central to the mission of Sacred Heart College.

College Vision

Sacred Heart College Kyneton is committed to building an inclusive community that proudly celebrates its faith tradition and Mercy ethos. Our students will aspire to excellence in their studies and will develop a lifelong love of learning as global citizens.

From the Sacred Heart College Strategic Plan (2023-2026)

The mission of Sacred Heart College is to nourish the full flourishing of each student – spiritually, physically, cognitively, emotionally, and socially. This mission challenges Sacred Heart College to pursue excellence in learning and teaching, promote the growth of exemplary models of leadership while ensuring inclusive and safe environments for all.

Strategic Commitments

- Nourishing the Catholic Identity and Mercy heritage of Sacred Heart College through encounter and action.
- Embracing diversity and difference as opportunities to promote the development of each young person
- Continuously improving evidence-based professional practice
- Developing engaging, challenging teaching, and learning programs.
- Improving the capacity of all students to exercise agency in their learning
- Creating a safe and inclusive learning environments
- Nourishing a culture of exemplary leadership across all staff
- Ensuring sustainable finances to facilitate capital development and improvements
- Empowering our students and staff to act on issues that impact people and our planet
- Growing reciprocal and effective partnerships with parents, workplaces, and community-based organisations

Duty Statement

Learning Support Officers work collaboratively within a team setting, to provide support for a student's academic learning, social-emotional wellbeing and/or physical care throughout the school day. Learning Support Officers will provide direct or indirect services to students, assist students on an individual or group basis in specific learning areas and will work under the direction of a teacher who has the ultimate responsibility for the design, implementation, and evaluation of education programs.

Funding is provided through the Nationally Consistent Collection of Data, to assist students with a disability to receive educational adjustments that allow them to participate in education on the same basis as students without disability.

The Director of Learning Support is responsible for managing this program and works closely with the Learning Support Officer to provide the best possible options and supports to inspire and challenge these students to reach their learning potential. Learning Support Officers also focus on student participation, inclusion and success in College life, building and developing executive functioning, emotional regulation and adaptive strategies

Learning Support Officers develop a deep, evidence-based understanding of the students' particular learning profiles. They will work collaboratively with the students, their parents and their teachers to implement the most informed and contemporary learning program, taking advantage of the latest technologies. Learning Support Officers will collect and analyse data, maintain accurate records and demonstrate exemplary communication skills

KEY RESPONSIBILITIES	
Learning & Teaching	<ul style="list-style-type: none">● To assist and support students, individually, in small groups, in classrooms and in co-curricular activities.● To implement the program as directed by the Teachers and/or the Director of Learning Support.● To prepare resources and adapt tasks under the direction of Teachers and/or the Director of Learning Support.● To implement appropriate behaviour strategies and programs as directed by teachers and/or Director Learning Support.● To assist the Director of Learning Support by attending, preparing for and responding to the outcomes of the Program Support Group (PSG) meetings.● Other duties as required by the Director of Learning Support
People and Resources	<ul style="list-style-type: none">● To become familiar with students profiles and allied health reports● To encourage and support students to be independent and intrinsically motivated● To communicate effectively between the Parent Support Group meeting and Teachers and be a positive advocate for the students with whom they work● To work very closely with Year Level Leaders, Subject and Homeroom Teachers. To attend Homeroom to assist students with organisation● To attend school excursions and camps as requested● To supervise students during Recess and Lunch (in the grounds or the buildings), as requested

	<ul style="list-style-type: none"> • To administer where appropriate, personal assistance to students in the areas of mobility, personal hygiene, health management, communication and social skills, whilst at all times adhering to Occupational Health and Safety guidelines To attend and participate actively in Learning Support team meetings • To construct a timetable of support in collaboration with the Learning Support team To assist with Learning Support Department administration duties when requested To uphold confidentiality at all times
--	---

KEY SELECTION CRITERIA	
Qualifications and Experience	<ul style="list-style-type: none"> • Maintain a current qualification that meets the requirements of HLTAID011 – Provide First Aid. • Maintain a current qualification that meets the requirements of HLTAID009 – Provide cardiopulmonary resuscitation. • Must hold or be willing to acquire a Working with Children Check (employee status) and must be willing to undergo a National Police Record Check prior to commencement and renew as required.
Commitment to Catholic Education	<ul style="list-style-type: none"> • A demonstrated understanding of the ethos of a Catholic school and its mission.
Commitment to Child Safety	<ul style="list-style-type: none"> • Experience working with children. • A demonstrated understanding of child safety. • A demonstrated understanding of appropriate behaviours when engaging with children. • Be a suitable person to engage in child-connected work.

EMPLOYMENT CONDITIONS	
Appointment	This position is appointed by Sacred Heart College and the incumbent is an employee of Mercy Education Limited. The role is subject to the College's Policies and Procedures as provided as part of the Induction Program and ongoing Training Program.
Reports to	Director of Learning Support
Conditions	Conditions are in accordance with the Victorian Catholic Education Multi Enterprise Agreement (CEMEA) 2022.
Review and Appraisal	As an employee of Mercy Education Limited this appointment will comply with the contract of employment.
Professional Development	Undertake professional development in line with the College Professional Learning policy.
Last Reviewed	February 2026

No position description can be entirely comprehensive. The incumbent will be expected to carry out such other duties as may be required from time to time and are broadly consistent with the position description and the status of the post within the College. The position encompasses participation in decision-making processes and other activities relevant to the role which may require occasional involvement outside the currently designated school hours.