

Learning Support Officer

Monivae College, is a co-educational day and boarding school offering a dynamic Catholic education in the charism of the Missionaries of the Sacred heart (MSC). We are a heart centred learning community that embodies the core values of love, positive relationships and compassion. We are the largest provider of secondary education in the region, focused on educating the mind, spirit and heart. Known for developing a high-quality teaching and support staff cohort, Monivae is recognised as an employer of choice. We are a future focussed school supporting staff in their professional growth and leadership. Please click the link for a [virtual School tour](#).

Monivae College welcomes the opportunity to meet with suitably qualified professionals. This position provides in-class support and targeted assistance to students with diverse learning needs. LSOs help create an inclusive, supportive, and engaging learning environment that enables all students to achieve their potential.

Key responsibilities include:

- Supporting students with additional needs to access and participate fully in learning activities.
- Assisting teachers with the implementation of Personal Learning Plans (PLPs) and classroom adjustments.
- Providing small group or one-on-one assistance to reinforce learning and build student confidence.
- Encouraging student independence, resilience, and engagement in classroom tasks.
- Assisting in the preparation of classroom materials and resources.
- Monitoring and reporting on student progress to teachers and the Learning Support Coordinator.

Enquiries

For more information please contact Miss Elle Guthrie, Director – Compliance, Risk and Culture, eguthrie@monivae.vic.edu.au, 0458756242.

How to Apply

Applications are to be addressed to the Director – Compliance, Risk and Culture, Miss Elle Guthrie. Please include a cover letter and your current Curriculum Vitae, inclusive of at least three professional referees. Applications to be emailed to eguthrie@monivae.vic.edu.au.

Successful applicants are required to demonstrate a commitment to Catholic education, be compliant with Mandatory Reporting certification, hold a current Working with Children Check and undergo a National Police Check. Roles will be remunerated accordingly under the Catholic Education Multi-Enterprise Agreement 2022.

Applications close Sunday 21st September 2025.

The Monivae College community supports and promotes the safety, wellbeing and inclusion of all children and has a zero tolerance for child abuse.

A proud MSC College: ABN 24 071 878 549

POSITION DESCRIPTION

POSITION:	Learning Support Officer
DEPARTMENT:	Learning Support
DATE PREPARED:	August 2025
REPORTS TO:	Learning Support Coordinator / Business Manager / Principal.

WORKING ENVIRONMENT

Monivae College, is a co-educational day and boarding school offering a dynamic Catholic education in the charism of the Missionaries of the Sacred heart (MSC). We are a heart centred learning community that embodies the core values of love, positive relationships and compassion. We are the largest provider of secondary education in the region, focused on educating the mind, spirit and heart. Known for developing a high-quality teaching and support staff cohort, Monivae is recognised as an employer of choice.

The College has outstanding facilities, invests in innovation and is focused on excellence across a broad range of curricular and co-curricular offerings. Monivae is a progressive Catholic Secondary College, with a dynamic curriculum and a clear vision of its future. An ongoing capital works program has seen significant development in College facilities over the years. These include dynamic learning environments, a 6-lane indoor cricket centre, double stadium, indoor swimming pool, performing arts centre, heated undercover student recreation area, on campus boarding facilities, school wide wireless computer network and beautiful campus and grounds.

Monivae College is in a phase of growth and positive change, demonstrated by our membership of “New Metrics,” a partnership with Melbourne University and other forward-thinking schools across Australia. We are a future focussed school supporting teaching staff in their professional growth and leadership.

Monivae College is committed to Child Protection and to the implementation of its Child Safe policies and practices. Monivae College has zero tolerance for child abuse.

OUR VISION

Monivae College is a Catholic secondary co-educational day and boarding school welcoming to everyone. Inspired by the vision of Jules Chevalier and spirituality of the Missionaries of the Sacred Heart.

OUR TOUCHSTONE STATEMENT

Mind, Spirit, Heart

POSITION SUMMARY

The Learning Support Officer (LSO) works under the direction of the Learning Support Coordinator and teaching staff to provide in-class support and targeted assistance to students with diverse learning needs. LSOs help create an inclusive, supportive, and engaging learning environment that enables all students to achieve their potential.

Key responsibilities include:

- Supporting students with additional needs to access and participate fully in learning activities.
- Assisting teachers with the implementation of Personal Learning Plans (PLPs) and classroom adjustments.
- Providing small group or one-on-one assistance to reinforce learning and build student confidence.
- Encouraging student independence, resilience, and engagement in classroom tasks.
- Assisting in the preparation of classroom materials and resources.
- Monitoring and reporting on student progress to teachers and the Learning Support Coordinator.

The role requires compassion, patience, and adaptability, with a strong commitment to student wellbeing and the ethos of Monivae College. LSOs are vital members of the Learning and Teaching team, working collaboratively with teachers, families, and allied health professionals to support both academic progress and personal growth.

It is not the intention of this role description to limit the scope or accountabilities of the position but to highlight the most important aspects. The accountabilities described may be periodically altered in accordance with changing needs of Monivae College and at the direction of the Principal.

POSITION OBJECTIVE & KEY RESPONSIBILITIES

Student Support

- Provide direct support to students with additional learning needs, both in-class and in small group or individual settings.
- Assist students in accessing the curriculum by adapting or explaining tasks under teacher guidance.
- Deliver targeted intervention programs in literacy and numeracy, supporting students to develop core skills.
- Implement structured learning activities and reinforcement tasks designed by teachers or external specialists.
- Encourage student independence, resilience, and participation in learning activities.
- Support students in developing organisational skills, including use of planners, lockers, and other school systems to assist them in managing their learning and responsibilities.
- Support students' wellbeing, social skills, and engagement in the life of the College.
- Maintain strict confidentiality and professionalism when handling student information, records and personal circumstances in line with College policies.

Classroom and Teacher Support	<ul style="list-style-type: none"> • Work collaboratively with teachers to implement Personal Learning Plans (PLPs), personalised learning strategies, and adjustments. • Assist in monitoring student progress and provide feedback to teachers and the Learning Support Coordinator. • Support classroom organisation and supervision of learning activities. • Assist with modifications to learning tasks to ensure accessibility for all students. • Assist in the provision of supervision and support for students at school events, including camps, excursions, sports days, and extra-curricular activities, under the direction of teaching staff. • Provide support to students in making appropriate choices regarding classroom behaviour, working alongside teaching staff to reinforce positive behaviour management strategies.
Intervention Programs	<ul style="list-style-type: none"> • Prepare resources, support the coordination and delivery of intervention programs in literacy, numeracy, and other targeted areas. • Work with small groups of students to deliver structured lessons in reading, writing, spelling, comprehension, and mathematics. • Track and record student progress in intervention programs, reporting outcomes to teachers and the Learning Support Coordinator. • Liaise with teachers, parents, and external specialists to support consistent approaches to intervention. • Assist with the administration of assessment tools and screening programs to identify students requiring additional support. • Attend Program Support Group (PSG) meetings as required, contributing relevant observations and information to support personalised planning and reporting.
Administrative and Program Support	<ul style="list-style-type: none"> • Assist with documentation and record keeping related to student learning, adjustments, and support programs. • Provide administrative assistance within the Learning Support Department, including filing, data entry, preparation of documents, and coordination of departmental communications. • Maintain accurate records of student participation and progress in intervention programs. • Contribute to NCCD (Nationally Consistent Collection of Data) processes by providing relevant information and observations. • Attend relevant meetings, professional learning sessions, and parent information sessions as directed. • Utilise computer software applications such as spreadsheets, databases, desktop publishing, and web-based tools to support the operation of the Learning Support Department and student programs.
MSC Integration	<ul style="list-style-type: none"> • Actively support and model the Missionaries of the Sacred Heart (MSC) ethos, fostering a culture of love, compassion, and respect. • Participate in the Catholic life of the school, including prayer, liturgies, and community events.

Child Safety and Wellbeing	<ul style="list-style-type: none"> • Demonstrate a commitment to the safety, wellbeing, and inclusion of all students. • Comply with the College's Child Safety and Wellbeing Policy, Code of Conduct, and relevant legislation. • Report any child safety concerns promptly in line with College policy and legal obligations.
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KEY SELECTION CRITERIA	
Qualifications and Experience	<p>Essential</p> <ul style="list-style-type: none"> • Experience working with children or young people in an educational or support role. • A demonstrated understanding of diverse learning needs, including literacy, numeracy, and social/emotional development. • Willingness to support the ethos and values of Catholic education. • Current Working With Children Check (WWCC). <p>Desirable</p> <ul style="list-style-type: none"> • Certificate III or IV in Education Support (or equivalent). • Experience in a secondary school setting. • Knowledge of Personalised Learning Plans (PLPs) and personalised learning strategies.
Skills and Attributes	<ul style="list-style-type: none"> • Strong interpersonal skills with the ability to build positive relationships with students, staff, and families. • Patience, empathy, flexibility and adaptability when working with students with diverse needs. • Ability to follow teacher direction and work collaboratively within a team. • Organisational and time-management skills to support learning activities effectively. • Commitment to professional growth and development.
Commitment to Catholic Education	<ul style="list-style-type: none"> • Supports and models College values and the Catholic, MSC ethos when engaging with students, staff, and the broader school community.
Commitment to Child Safety	<ul style="list-style-type: none"> • A demonstrated understanding of legal and moral obligations relating to child safety and wellbeing. • Willingness to comply with the College's Child Safety and Wellbeing Policy and Code of Conduct and all relevant legislation regarding child protection. • A demonstrated understanding of legal obligations relating to child safety reporting (e.g. mandatory reporting, reportable conduct, duty to report).

EMPLOYMENT CONDITIONS	
Appointment	<p>This is a part-time position (FTE 0.79). The role follows the school academic calendar, with attendance required during scheduled teaching periods, staff meetings, and professional development sessions.</p> <p>This position is appointed by Monivae College and the incumbent is an employee of Monivae College. The role is subject to the College's Policies and Procedures as provided as part of the Induction Program and ongoing Training Program.</p>
External Liaisons	<ul style="list-style-type: none"> • Missionaries of the Sacred Heart (MSC) • Diocese of Ballarat Catholic Education Limited (DOBCCEL) • Victorian Catholic Education Authority • Parents and guardians to support student learning and wellbeing
Conditions	<p>Conditions are in accordance with the Catholic Education Multi-Enterprise Agreement 2022.</p> <p>The Classification Level will be negotiated with the successful applicant based on qualifications and experience.</p>
Review and Appraisal	<p>As an employee of Monivae College this appointment will comply with the contract of employment.</p> <p>The incumbent is subject to the College's Annual Review Policy.</p>
Professional Development	<p>Undertake professional development in line with the College Professional Learning policy.</p>

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. 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.