

Iona College Geelong Learning Support Officer Role Description

The Learning Support Officer provides vital support to students that require extra assistance with their learning needs. Learning Support Officers provide critical support to teaching staff in facilitating specialised learning plans for students in the classroom. Iona College responds to students with additional needs using the Response to Intervention (RTI) model which reflects best education practise and is consistent with the Disability Standards for Education (2005), the Nationally Consistent Collection of Data (NCCD) and The Disability Discrimination Act, 1992.

REMUNERATION SCALE:	Level 2, Category B
FULL TIME EQUIVALENT:	Monday to Friday 0.79 FTE (8:45am to 3:15pm)
REPORTS TO:	Learning Support Coordinator and Deputy Principal Wellbeing

STATEMENT OF DUTIES	
Key Responsibilities	<ul style="list-style-type: none"> • Under the supervision of the classroom teacher the LSO is responsible for supporting students who have additional needs and require adjustments • Support teachers during classroom learning to assist students offering support to students while the teacher is engaged in teaching • Provision of personalised support, e.g. mobility or communication support • Preparation of support materials • Deliver and support learning material, to an individual student with needs, that have been modified or adjusted to a level of personal challenge for the individual student by the subject teacher - assisting students to complete tasks designed by the teacher <p>Provide a caring environment, which promotes independence:</p> <ul style="list-style-type: none"> • Provide assistance for students requiring additional support with guidance from the Learning Leaders and Head of Learning Diversity • Prepare and participate in relevant activities related to concepts that endeavour to assist students with their understanding of the curriculum • Maintain up-to-date information on all supported students • Maintain high level communication with LSO coordinator, Learning Diversity Leaders, and Head of Learning Diversity <p>Assist with social awareness/interaction and appropriate behaviours within the classroom environment:</p> <ul style="list-style-type: none"> • Maintain a high-level of awareness of the latest best teaching practices in the area of learning difficulties • Work in partnership with teachers to support student learning



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	<ul style="list-style-type: none"> • Collect data as required by the Learning Diversity Leader for the National Consistent Collection of Data (NCCD) • Attend Program Support Meetings (PSGs) as required • Monitor and track LSO involvement in adjustments and modification of curriculum for students
Professional Development	<ul style="list-style-type: none"> • Commitment to the ongoing professional development in your role • Continue the development of ICT skills and technologies • Participation in the Annual Review Meeting process • Maintain professional competence and training • Uphold professional standards expected of this role
General	<ul style="list-style-type: none"> • Model and celebrate behaviours that reflect the values of Catholic Education and represent the College in a positive and professional manner • Strive to achieve the College vision, mission, and goals • Contribute to a culture that engenders transparency, responsibility, and accountability • Attend all relevant directed activities and staff meetings • Attend whole school events as directed by the Principal • Undertake other duties related to this role as directed by the Principal, Deputy Principals, or Business Manager
Key Relationships	<p>Internally</p> <ul style="list-style-type: none"> • Principal • Deputy Principals • Head of Learning Diversity • Learning Support Coordinator • Staff • Students <p>Externally</p> <ul style="list-style-type: none"> • Parents and visitors • MACS • CECV
Risk and Occupational Health and Safety	<p>Staff at Iona College Geelong will:</p> <ul style="list-style-type: none"> • 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 to eliminate or mitigate against the risk reoccurring (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 the College

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QUALITIES AND CAPABILITIES	
Commitment to Catholic Education	<ul style="list-style-type: none"> • An understanding of the ethos of a Catholic school and its mission • A commitment to Iona College's Vision & Mission
Commitment to Child Safety	<ul style="list-style-type: none"> • An understanding of child safety and appropriate behaviours when engaging with young people • A willingness to obtain a Working with Children Check and National Police Record Check • Be familiar with the legal obligations relating to child safety (mandatory reporting). • Demonstrate an understanding of Victoria's 11 Child Safety Standards
Knowledge and Understandings	<ul style="list-style-type: none"> • A comprehensive understanding of the College's policies and procedures • Use the appropriate avenues and resources when seeking support and clarification including when handling sensitive situations and information
Skills / Attributes	<ul style="list-style-type: none"> • Have a proven capacity to work independently and effectively in the face of changing priorities, deadlines and pressures, particularly those associated with the establishment of a new College • The capacity to multi-task and pay close attention to detail in a timely and responsive manner • The capacity to maintain professional relationships within the College community and with the wider community on behalf of the College where necessary • Demonstrate well-developed interpersonal and communication skills and the ability to liaise and communicate effectively with others • Willingness to undertake all roles associated with the management of the College with the knowledge that additional support will be provided as the College grows • Have the ability to work effectively as a team member • Demonstrate proficiency in the use of information and communication technologies, especially Microsoft Office system, database management and any online applications used at the College • Demonstrate a commitment to ongoing Professional Learning • Capacity to maintain professional relationships within the College community and with the wider community on behalf of the College where necessary • Highly developed interpersonal skills and the ability to handle confidential matters with diplomacy, discretion, and tact • Knowledge and ability to use LMS system SIMON and Microsoft applications • Ability to work autonomously <ul style="list-style-type: none"> • Loyalty, trustworthiness, dependability and reliability • Given the nature of the establishment of a new College - flexibility, patience and resilience will be key personal attributes particularly in stressful situations • Compassion, objectivity and clarity when handling difficult situations • High-level collaboration skills and accepting accountability when making decisions

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	<ul style="list-style-type: none"> • First aid competence demonstrating the skills and knowledge required to provide first response and sick bay support; the appropriate referrals to the offices of the Principal, Deputy Principal, Administration staff, members of the Leadership Team or other teaching or non-teaching staff
Experience and Qualifications	<ul style="list-style-type: none"> • Experience in an educational setting • Certificate III or IV Education Support (or equivalent) preferred
Other Requirements	<ul style="list-style-type: none"> • Valid Working with Children Check • National Police Check • Have Australian citizenship or permanent residency or hold a visa with appropriate working rights • Comply with the Iona College Child Safety Commitment
Contract & Conditions	<p>Employment: ongoing commencing January 2026 Conditions: Entitlements under the Catholic Education Multi Employer Agreement 2022</p>
Authorised by	Damian McKew- Foundation Principal
Date	October 2025

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