

## POSITION DESCRIPTION

# LEARNING SUPPORT OFFICER

<b>DEPARTMENT</b>	ECG Secondary College
<b>REPORTS TO</b>	Campus Principal
<b>DATE</b>	May 2026
<b>POSITION OBJECTIVE</b>	Partnering with teachers, assist students to achieve progress against the goals in their Individual Learning Plans.
Achievement of the position objective will be reviewed against key performance indicators in the annual appraisal and review process and as required	

**Our Values** are reflected in our commitment to:

- \* *Integrity*
- \* *Inclusion*
- \* *Quality*
- \* *Collaboration*
- \* *Safety*

*Community College Gippsland (CCG) is a child safe organisation with zero tolerance for child abuse and is committed to the safety and wellbeing of all students. CCG supports and adheres to Child Safety Standards.*

*United we belong. Together we thrive.*

*The CCG community welcomes people from all backgrounds, abilities and identities. We are enhanced by our diversity and learn through inclusion, respect and understanding.*

*At CCG we:*

- *Provide a safe and inclusive environment that is free from discrimination*
- *Empower students and harness their uniqueness through voice and agency*
- *Ensure equal employment opportunities for all and encourage the participation of underrepresented staff*
- *Celebrate the differences of our people and recognise their unique contributions to our community*

## SCOPE OF THE ROLE

This position is responsible for assisting students with varying backgrounds, abilities, and levels of challenge, including complex behaviour and trauma. LSO's work with teachers to assist in day-to-day classroom activities, special events and activities. Literacy and numeracy support is enhanced by opportunities to engage students through their personal interests. LSO's are also encouraged to share appropriate passions with the school community encouraging diversity and creativity.

## RESPONSIBILITIES

- Professional relationships are established with students based on trust and mutual respect (strength-based approach).
- Demonstrate a positive and collaborative partnership with Teachers in working with students.
- Assist staff to provide a ramped approach to learning tasks with a focus on incremental goal setting.
- Information regarding student progress and areas of need are communicated to Teachers and/or Wellbeing staff in a timely manner.
- Complete administrative tasks and documentation utilising student management systems (Compass), including Individual Education Plans (IEPs), attendance, student progress, incidents or any behavioural or other significant matters in a timely and professional manner.
- Provide individual and/or group support as required including flexibility in moving between classes, groups and working with Wellbeing staff.
- When required, accompany students on excursions, school camps and other out of school activities.
- Participate in Peer Support Group (PSG) meetings and other College activities and events as requested.
- Maintain a high level of confidentiality and adhere to privacy requirements and mandatory reporting requirements.
- Participate in a continuous improvement cycle of professional development and implement learning.
- Work with Teachers to use effective classroom management strategies that encourage students to take responsibility for their behaviour in line with organisational policies and procedures.
- Perform other duties as requested, in a timely, professional, empathetic, accurate manner and in accordance with Community College Gippsland Policies and Procedures.
- Contribute to the safety of all students by adhering to the Child Safe Policies, Procedures and Codes of Conduct to ensure all students with CCG are in a safe and inclusive learning environment. CCG is a child safe organisation and is committed to the safety and wellbeing of all students. CCG has zero tolerance for child abuse.

## ORGANISATIONAL FUNCTIONS

- Actively participate in and comply with the Health and Safety systems, policies and emergency procedures in place throughout the organisation including;
  - Promptly and accurately reporting all hazards, accidents, incidents and near misses.
  - Ensuring safe use and maintenance of equipment including PPE for self and students.
  - Maintaining a current knowledge of emergency evacuations procedures for all relevant campuses and participating positively in drills and training sessions.
  - Make recommendations for improvements in health and safety.
- Be aware of and participate in strategic planning process including making suggestions for improvements.
- Actively work with colleagues to build positive relationships and teamwork across the whole organisation.
- Perform other duties as requested, in a timely, professional, empathetic, accurate manner and in accordance with Community College Gippsland Policies and Procedures.

## KEY PERFORMANCE INDICATORS

- Demonstrate professional behaviour reflecting the values of CCG Community College Gippsland.
- Demonstrate highly proficient use of the Student Support System (currently COMPASS) with accurate and timely record keeping.
- Assist teaching staff with individualised program development.
- Support student wellbeing by having input into, utilising, and implementing quality and current IEP's and support plans.
- Professional learning is ongoing and part of a continuous improvement approach to teaching and learning as demonstrated by staff performance review and development plan.

## CAPABILITIES/KEY SELECTION CRITERIA

The candidate should demonstrate experience and practical application of the following capabilities within a work setting:

- **Learning Support & Classroom Assistance:** Support inclusive and differentiated learning under teacher direction, assist individuals and small groups, support engagement and transitions, promote student independence and persistence, adapt approaches in response to learning & student needs.
- **Behaviour Support & Wellbeing:** Implement positive behaviour support & wellbeing strategies, recognise early signs of distress, support regulation using agreed strategies, follow behaviour & wellbeing plans, communicate concerns promptly, maintain student dignity & safety and build trusting relationships.

- **Trauma Informed Practice & Student-Centred Learning:** Understand & consistently apply trauma informed practice for learning & behaviour, use calm, predictable responses and apply co-regulation and de-escalation strategies.
- **Inclusion, Diversity & Disability Support:** promote inclusive practice & support students with disability and neurodiversity, use inclusive language, support reasonable adjustments, demonstrate in practice, awareness of neurodiversity & disability inclusion and contribute to culturally safe environments.
- **Communication & Team Collaboration:** Work effectively within a multidisciplinary team, communicate respectfully, share relevant observations, follow direction appropriately, maintain confidentiality, contribute positively to team culture and seek feedback and reflect on practice.
- **Professional Conduct & Child Safety:** Demonstrate ethical, professional and child-safe behaviour, uphold Victorian Child Safe Standards, maintain appropriate professional boundaries, respond to disclosures in line with procedures and follow policy & protect privacy & confidentiality.
- **Reflective Practice & Professional Learning:** Participate in supervision & development, seek feedback, reflect on practice, adapt approaches in response to learning & student needs.
- **Occupational Health & Safety:** Follow OHS procedures, use approved physical support strategies, report hazards & incidents, take reasonable care for own & other's safety, participate in safety-based discussions.

## MANDATORY REQUIREMENTS

- Clear Police Check
- Clear Working with Children Check
- Current Victorian drivers' license

## QUALIFICATIONS

### Required

- Current WWC and National Police Check.
- Completion of a Certificate III in Education Support (or a commitment to undertake this training) or an equivalent appropriate qualification.

### Desirable

- Current 'Provide First Aid' Certificate (HLTAID011) including current CPR requirements
- Current Anaphylaxis Training Certificate

## FUNCTIONAL RELATIONSHIPS

### Key Internal

Staff  
Students

### Key External

Families  
Support Services

**DECLARATION:**

I have read, understand, and accepted the above Position Description.  
I understand that the Roles, Functions and Key Performance Indicators in this Position Description, form part of the Community College Gippsland Contract of Employment.

Signed: -----

Date:

Name: