



Position Available

Learning Support Officer (LSO)

2025 Maximum Term Contract

Full Time Commencing - January 2025



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Our School

Heritage College Lake Macquarie (HCLM) is an Independent, co-educational K-12 Christian school located in the growing Lake Macquarie area. HCLM is committed to preparing every child to meet the challenges of a changing world with courage and confidence. The key to unlocking this potential is providing a program of holistic education focused on developing the Spiritual, Physical, Intellectual and Emotional dimensions that characterise a balanced and purpose-driven life.

Underpinning our successful learning environment is a culture that values the professional development of our staff. Our highly collegial and supportive community fosters individual passion and interest by providing opportunities for growth and development which focuses on building a professional presence within and beyond HCLM.

About the Role: Learning Support Officer

Teaching and Learning at HCLM is a dynamic experience. Our educators are passionate about providing 21st Century pedagogies that are proven to facilitate opportunities for students to flourish and experience success. The College is fast growing a reputation for building a community of learners that thrive on its progressive and supportive approach to teaching and learning.

Applicants who are only available Part-time will also be considered.

Selection Criteria

- Demonstrated ability to assist students with all school routines and classroom activities.
- Demonstrated ability to assist the classroom teacher in the learning environment.
- Ability to assist the classroom teacher in organising and preparing resources in both the classroom and playground to support teaching and learning.
- Ability to perform administrative duties to support and enable effective teaching and learning outcomes for students.
- Experience in implementing Health Care/Individual/Behaviour Plans of students with complex needs to support their engagement in learning activities.
- Capability to observe and record student performance data during the implementation of individual education and behavioural programs.
- Able to provide First Aid or administer medication of students with health care plans as required and following appropriate, relevant training.
- Capacity to undertake other related duties as determined by the principal or supervisor.

Key Skills/Qualities

- Preferred experience with early years support programs, particularly MacqLit and MiniLit.
- Self-directed, motivated and creative with a desire for excellence.
- Well organised and accurate with attention to detail.
- Willing to adopt or implement new systems and processes.
- Ability to work autonomously, prioritise and meet deadlines.
- Ability to actively engage in collaborative teams to build collegial partnerships.
- Strong interpersonal skills (able to effectively liaise with staff and students).
- Maintain confidentiality of student and program information.
- Have excellent written and oral communication skills.
- Strong IT skills, including gmail, desktop publishing, data entry, spreadsheets.
- Read, interpret and consistently apply school policy and procedures.

The successful applicant will also have a warm and welcoming disposition, excellent interpersonal and communication skills, and a demonstrated ability for self-directed work, flexibility, creativity and attention to detail.

Requirements for work

- All applicants must demonstrate positive support for the College's Christian values.
- Valid Working With Children Check (WWCC).
- Certificate III or IV in School Based Education Support or similar.
- Experience working in a school or community environment.
- Experience working with children and young people with support needs.

How to Apply

Please email your resume to:
James Lynch
applications@heritage.edu.au

Applications close:

Friday, October 25th 2024