



Position Available

Learning Support Officer (LSO)

Full-Time Commencing - January 2026



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About Heritage College Lake Macquarie

Heritage College Lake Macquarie (HCLM) is an Independent, co-educational K-12 Christian school located in the growing Lake Macquarie area of Morisset. HCLM staff are responsible for supporting the college to deliver educational services that are effective in preparing every child to meet the challenges of a changing world with courage and confidence. You will play a key role in the delivery of services that support the college to develop in students the Spiritual, Physical, Intellectual and Emotional dimensions that characterise a balanced and purpose-driven life.

About the Role

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.
- All applicants must have a valid Working With Children Check (WWCC).
- Certificate III or IV in School Based Education Support or similar is desirable.
- Experience working in a school or community environment.
- Experience working with children and young people with support needs.

How to Apply

Applications should include a resume and a cover letter addressing the selection criteria and reasons for your interest in the position.

Applications should be submitted via email to applications@heritage.edu.au.

Details of at least two referees will be requested from the successful applicant.

Applications close:

Friday, 17 October 2025