



Position Available

# Learning Support Administration Assistant

Fixed Term Contract

Full-Time

Commencing - July 2025



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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

As an Administration Assistant in the Learning Support Team, you will play a vital role in supporting the smooth delivery of services to students with diverse learning needs. Working closely with the Learning Support Coordinator, you will support critical administrative functions, maintain accurate records, facilitate the coordination of Individual Plans (IPs), curriculum adjustments, and literacy withdrawal programs. Your work will directly support a nurturing, inclusive learning environment aligned with the College's Christian framework.

Applicants available for part-time work will also be considered.

## Key Responsibilities & Duties

### Administrative Support & Records Management

- Manage the administrative aspects of Individual Plans (IP's) and associated documentation including formatting, creation and distribution.
- Organise and schedule IP review meetings, including minute-taking and follow-up.
- Maintain accurate and confidential student records (digital and hard copy).
- Assist with data entry and compliance documentation for the NCCD.
- Complete general administrative tasks (timetabling, scheduling, communication).
- Prepare resources and meeting materials for the Learning Support Team.
- Support any other administrative tasks as directed by the Learning Support Coordinator.

### Curriculum Adjustment & Program Support

- Help document and track curriculum adjustments across K–12.
- Facilitate the coordinator of, and support literacy withdrawal programs, including scheduling and student tracking.
- Maintain records of participation and progress for intervention programs.

### Student and Behavioural Support

- Provide flexible support to students outside the classroom when required.
- Assist in implementing behaviour support strategies and learning tasks.
- Collaborate with teachers to monitor and communicate student needs.

### Communication and Team Collaboration

- Communicate clearly and respectfully with staff, families, and external specialists.
- Liaise with external agencies and therapists as needed.
- Engage in team meetings, collaborative planning, and school initiatives.
- Maintain professionalism and confidentiality in all communication.
- Reflect the Christian values of the College in daily interactions.

## Key Skills/Qualities

- Administrative or educational support experience, ideally in a school setting.
- Strong IT proficiency including Gmail, Google Workspace, data entry, and spreadsheets.
- Ability to manage competing priorities with attention to detail.
- Clear, professional written and verbal communication.
- Team-oriented with a strong sense of confidentiality and care.
- Familiarity with IPs, NCCD, and learning intervention programs is desirable.
- Positive and flexible with a growth mindset and willingness to learn.

## 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 James Lynch at [applications@heritage.edu.au](mailto:applications@heritage.edu.au).

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

**Applications close:**

**Wednesday, 23 July 2025**