



Learning Support Officer (LSO)

Classification: Non-Teaching

Reports to: Head of Learning Enrichment

St Scholastica's College is a leading Catholic independent girls' school and boarding community in the Good Samaritan tradition. We are committed to providing an inclusive, values-based education that empowers young women to make a positive difference in the world.

We are seeking a Learning Support Officer to join our collaborative Learning Enrichment Team.

About the Role

To support student learning and wellbeing by assisting students with diverse learning needs to access the curriculum, achieve their learning goals and participate fully in College life. The Learning Support Officer works collaboratively with the Learning Enrichment Team and teachers to implement Individualised Learning Plans (ILPs) and support Nationally Consistent Collection of Data (NCCD) requirements.

Key Responsibilities

1. Educational Support and Intervention

Under the direction of the Head of Learning Enrichment and in collaboration with class teachers, the Learning Support Officer will:

- Provide targeted support to identified students in classroom and small-group settings
- Assist with the implementation of adjustments and differentiated learning strategies
- Support the development of organisational and study skills
- Supervise students during cocurricular and non-classroom activities, including excursions and Homework Club.

2. Assessment, Data and Compliance

- Provide examination support as required
- Assist with NCCD documentation and record keeping
- Monitor and maintain student adjustment and progress records
- Communicate student progress and support needs to the Head of Learning Enrichment.

A GOOD SAMARITAN SCHOOL IN GLEBE, NSW

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3. Resource Development and Planning

- Prepare and adapt learning resources to support student adjustments and ILP goals
- Assist with the implementation of learning support programs and whole-school support strategies for identified students.

4. Collaboration and Professional Responsibilities

- Collaborate with staff to support the learning and wellbeing of identified students
- Assist with the implementation of student adjustments and learning support strategies
- Adhere to College policies and Child Safety requirements
- Undertake other duties as directed by the Head of Learning Enrichment.

Attributes, Skills and Experience

- Certificate III in Education Support (or equivalent) or demonstrated experience in a similar role.
- Strong literacy, numeracy and communication skills
- Ability to build positive relationships with students, staff and families
- Demonstrated empathy, patience and professionalism
- Effective listening, organisational and interpersonal skills
- Capacity to manage sensitive and emotionally demanding situations with discretion.

What we offer

- Competitive salary and benefits package, including access to Fitness Passport
- Opportunities for professional development
- Supportive and collegial work environment that values work-life balance
- On-site parking and new renovated offices.

About Us

As a member school of Good Samaritan Education, St Scholastica's College takes pride in educating young women who, with justice and compassion, will make a difference in the world. Our school community is guided by the values of compassion, courage and commitment, and we are dedicated to empowering young women to reach their full potential.



If you're passionate about making a difference in the lives of young people and contributing to the vibrant community at St Scholastica's College, we encourage you to apply for this exciting opportunity.

Conditions of Employment

St Scholastica's College is committed to the development of work systems, practices, policies, and procedures that promote child protection, child safety and child wellbeing for students within our College. To be considered for the position, applicants must:

- Be authorised to work in Australia
- Hold a current Working with Children Check (WWCC)
- Hold a Current First Aid Certificate.

Applications

To apply for the position, please complete the Employment Application Form, available from our College website: www.scholastica.nsw.edu.au/employment

Applicants should submit the following:

- A complete the Employment Application Form
- Current CV
- A short covering letter

Applications should be emailed to: Hr@scholastica.nsw.edu.au

Closing Date:

20 October 2026

Please note only shortlisted applicants will be contacted.

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