St Aloysius College

Information for Applicants

Learning Support Officer – Inclusive Education

Thank you for your interest in the advertised position. Below you will find position details and instructions to follow when submitting your application.

On the following pages you will find the Position Information Document.

Position Details

Learning Support Officer – Inclusive Education

- ESO Grade 3 – Curriculum
- Junior Primary / Primary focus
- Commencing Tuesday 19 January 2027
- 41 weeks per year
- 26 hours per week (negotiable 4 or 5 days)
- Full-time equivalent salary: $73,425 Year 1

Application

Your application (3 pages maximum) should include the following:

1. A cover letter (1 page)
2. A Professional Statement describing an example of how your recent school experience will support our junior primary students (1 page)
3. Your Curriculum Vitae, including a list of three recent referees relevant to the position (maximum 1 page)

Employment Declaration

Please ensure that you also complete the CESA Employment Declaration Form and include it with your application.

Please submit your application via email to hr@sac.sa.edu.au and address it to:

Ms Paddy McEvoy Principal

Applications close on Monday 7 December 2026 at 9:00am

Applicants are encouraged to apply prior to closing date as we reserved the right to interview suitable candidates prior to closing date.

Position Information Document

Learning Support Officer – Inclusive Education

School Context

St Aloysius College is a Catholic school for girls shaped by the tradition of Mercy. St Aloysius College was established in Adelaide in 1880 by the Sisters of Mercy to educate girls to realise their own potential and to contribute fully to the wider community. The College's Mercy Lights Strategic Plan calls us to find new and creative ways to embody Mercy and to take up the challenge to empower young women to play a vital part in our world.

Our mission: *With faith and courage, we nurture in our students an enduring zest for all aspects of life and learning, inspiring them to be confident individuals who make a difference in the world.*

The Mercy Values of St Aloysius College underpin all that we do:

Compassion ◆ Hospitality ◆ Justice ◆ Service ◆ Respect ◆ Courage

Position Overview

The Learning Support Officer will work as part of the Inclusive Education team to supervise and care for students with formally identified special needs in accordance with Personalised Plans for Learning (PPL) as applicable

The Learning Support Officer will provide flexible support to students with additional needs, working closely with students, teachers and families.

The Learning Support Officer will assist student learning, where some discretion and judgement is involved, including evaluation and assessment, under the supervision of the classroom or intervention teacher, of the learning needs of students.

Position Details

Position Title:	Learning Support Officer – Inclusive Education
Key Working Relationships:	Direct Line Manager: Director of Inclusion Accountable to: Principal Students, Parents/Caregivers, Teachers Inclusive Education Team
Standard Hours of Work:	Hours per week: 26 negotiable (spread over 4–5 days) Weeks per year: 41
Position Classification:	Education Support Officer – Curriculum Grade: 3 *Terms and conditions in accordance with the South Australian Catholic Schools Enterprise Agreement (2020)*

ROLE SPECIFICATIONS

The Key Result Areas below identify the priorities of the position.

KRA: Living out Mercy values in the SAC environment

You fulfil a vital role in supporting the mission of the College by honouring the Mercy ethos and by making a positive contribution to the development of a Catholic Community. You are encouraged to participate fully in the life of the College and to support school activities and functions. This may require you to assist with the supervision of students or other allocated tasks at major school events such as sport carnivals, Masses, Mercy Day activities as well as participate in professional development, staff meetings and other meetings as required.

KRA: Provide flexible learning support for students with additional education needs

Achieve this by:

- The provision of support for the students with additional needs in flexible delivery modes, including individual and group support in class and, upon agreement with the subject teacher and families, withdrawal for one to one support.
- Developing resources and assessment tasks appropriate to the learning needs of the students.
- Providing support and assistance for teachers, recommending appropriate strategies, tasks and support materials.
- Accompanying classes with supported students on excursions.
- Attending and/or contributing to meetings of teachers regarding student needs and abilities.
- Assisting teachers with the modification of assessment tasks as requested for supported students including students with formally identified special needs in accordance with Personalised Plans for Learning (PPL) as applicable.
- Attending review meetings for supported students as required.
- Provide yard duty support to teachers in accordance with PPL.
- Reporting to the Director of Inclusion regarding students with learning needs.
- Liaising with the School Counsellor /Social Worker regarding student needs as required.
- Assist in following up student assignments to ensure work is submitted as required.
- Providing administrative support for the learning support program as required.
- Assist with physical requirements of students requiring special care including continence care, as appropriate.

PERSON & PROFESSIONAL SPECIFICATIONS

Skills

- Effective oral and written communication skills
- Effective interpersonal and supervisory skills
- Ability to work with individual children with additional needs in a positive, sensitive and respectful manner
- Highly developed observation and reporting skills
- Ability to cope in an emergency or in a challenging situation
- Effective time management skills
- Ability to maintain confidentiality

- Effective computer skills and knowledge of SEQTA
- Appropriately assist students who are hurt, sick or in distress
- Willingness to perform any other duties as required from time to time by the Principal

Knowledge

- Knowledge of and commitment to the Mercy Education / Catholic ethos
- Knowledge of and commitment to, the principles of equal opportunity
- Knowledge of responsibilities of the process of Mandatory Reporting
- Knowledge of the responsibilities of the employer and employee under the Work, Health & Safety Legislation

Experience/Qualifications/Training

- Certificate IV in Education Support (or equivalent) and/or relevant demonstrated knowledge and experience in a comparable role. Prior experience working in an education environment is highly desirable.
- Trained in Personal Care Support including Continence Care (desirable)
- Current Provide First Aid in an Education and Care Setting (HLTAID012) Certificate
- Current Responding to Risks of Harm, Abuse and Neglect – Education and Care (RRHAN-EC) Certificate
- Current Department of Health Services Working with Children screening clearance
- Current Screening and Verification Catholic Clearance Card (Catholic Archdiocese of Adelaide)

Special Conditions

- Some extra hours and flexibility of hours may be required around special events in the life of the College for example but not limited to Open Day, enrolment days, special masses, celebrations and around Key Result Areas (KRA)
- There is a requirement to participate in an annual performance review

Work Health and Safety

WHS duties as required, particularly for evacuation drills. This role is deemed to be a *Worker* under the South Australian Work Health and Safety (WHS) Act 2012

As a *Worker,* while at work you must –

- Take reasonable care for your own health and safety
- Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons
- Comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer
- Cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers.

Reference: Division 4, Section 28 WHS Act 2012

This position information document indicates the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks and outcomes.

PID Reviewed: November 2026