



LEARNING SUPPORT ASSISTANT

Commencing Term 4, 2025

We are seeking a Learning Support Assistant to support our Learning Enhancement team. This position is ongoing and part-time, Tuesday, 8:45 am - 3:30 pm, during Term time.

The Hamilton and Alexandra College is a leading regional, independent, co-educational, day and boarding school from Early Learning to Year 12.

The College has a future-focused academic program that nurtures and develops the whole child's growth, providing opportunities to pursue and develop passions and achieve the highest standard of their abilities.

Staff at The Hamilton and Alexandra College are a team of highly skilled, specialised and committed teachers and educational support team members. College is proud of its rich history of strong academic accomplishments, and every student is known, valued, and challenged.

Context of the Role

The Learning Support Assistant is a member of the Learning Enhancement Team with responsibility for working with students with particular learning needs and will support the effective delivery of a range of lessons. This position may be required to work with individual students in a classroom setting or to accompany staff and students on excursions.

The Learning Support Assistant works under the direction of the Head of Learning Enhancement, the Business Manager and ultimately the Principal. The Assistant will also work under the direction of classroom teachers when assigned to students or classes.

Purpose and Responsibilities

To provide effective support to the classroom teacher by:

- Supporting students via listening, directing, explaining, reassuring, encouraging, re-directing and reinforcing.
- Working with individuals or groups of children in the classroom as directed by the teacher (groups of any ability to allow time for the class teacher to work with all students).
- Working with small groups of children outside the general classroom on activities as directed by the classroom teacher.
- Planning collaboratively with the class teacher to develop effective programs (e.g. ILP input).
- Preparing specialised materials to implement the class teacher's program for individual students.
- Reporting relevant aspects of student progress to teachers and members of the Learning Support Team and contributing to professional discussions.
- Recording student activities each session.
- With parental consent, assisting in the organisation and implementation of Work Experience or excursion days by assisting with travel and supervision duties.



Learning Support Assistant roles and responsibilities:

- Work collaboratively with and provided specific support to other members of the Learning Enhancement Team when supporting students.
- Working closely with the Learning Enhancement Team on the planning and implementation of whole school programs.
- Carrying out duties for whole school activities, such as support at sporting events.
- Supervising and monitoring the use of specialised equipment and resources.
- Understand and implement Individual Learning Plans (ILPs).
- Assisting individual students with social, emotional, or behavioural skills that are needed.
- Helping the teacher with classroom management issues, when appropriate.
- Supporting the general student management and pastoral approach of the school in all contact with students.
- Maintaining up to date notes on students and progress.
- Providing clerical and administrative services to the Learning Enhancement Team.

Requisite Skills and Experience

The successful applicant will have:

- Experience and/or qualifications in working with children and adolescents requiring academic and/or social support.
- Capacity to work in a team environment both independently and with others.
- Confidence in using ICT.
- Effective written and oral communication skills.

The successful applicant will require a current Working with Children Check.

Skill requirements

The successful applicant will be able to demonstrate:

- Integrity and professionalism
- Excellent communication skills
- Sound personal organisation
- Strong Information and Communication Technology knowledge and skill
- Significant experience in a position of responsibility working with school aged students
- Ability to meet team and personal deadlines
- Ability to work effectively as part of a team

A staff mentor is provided to all newly appointed staff at the College. Leadership and coaching opportunities exist for qualified applicants.

The Hamilton and Alexandra College is a child safe employer and is committed to the welfare and protection of children. All employees are required to comply with the College's Child Safety and Wellbeing Policy and Child Safety Code of Conduct. Applicants will be required to hold a current Working with Children Check or willing to obtain one.



Application Process

Applications should be submitted via email to admin@hamiltoncollege.vic.edu.au. Applications must include:

- a cover letter of no more than one page
- a current curriculum vitae
- the details of two professional referees.

Applications should be addressed to:

The Business Manager
Mr Jason Bourke
The Hamilton and Alexandra College

Shortlisted candidates will be invited to attend an interview.

After reference and child safety checks are completed, a verbal offer will be made to the preferred candidate. Once accepted, a written offer will follow.

Application due date: 14 November 2025 (*applications will be processed on receipt*)