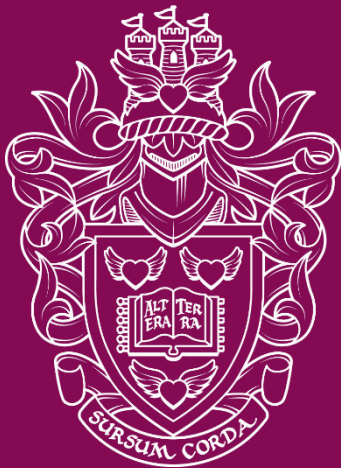




Position Description

Learning Support Assistant



About Haileybury

Since 1892, when our doors first opened with five staff and 17 students in attendance, Haileybury has been a centre of continual development: learning, teaching and location have all undergone transformative change on our path to become the School we are today.

The School has enrolments exceeding 7,000 across its campuses and operations in Berwick, Brighton, Keysborough, Melbourne City, Haileybury Pangea, Darwin (Northern Territory) and across South East Asia in China, Vietnam, Timor-Leste, Vanuatu and Indonesia.

Haileybury has been endorsed as one of Australia's best schools with multiple awards from the Australian Education Awards, including Australian School of the Year, Primary School of the Year and Principal of the Year. In 2025 Haileybury was ranked by NewsCorp Media as the number one coeducational school in Australia. Based on national testing results Haileybury has also been ranked as the number one primary school in Victoria and the number two secondary school.

At Haileybury we use the motto that 'Every student matters every day' and this resonates through everything that we do, both in and out of the classroom.

Discover more: www.haileybury.com.au

Working with us

Haileybury is proudly non-selective when it comes to the students who look to join our outstanding school. We believe in the potential of every child to achieve and contribute.

However, we are by contrast, very selective of staff who wish to work with us, whether they will be guiding our young learners or helping to keep the School operating efficiently and successfully through our Corporate Services department.

Those who join us are passionate about the delivery of innovative academic, co-curricular and pastoral programs that challenge and inspire our students and make a difference in their lives.

As a school we value the linguistic and cultural diversity of our staff and students. Staff are encouraged to contribute experience they may have of working with children from a culturally and/or linguistically diverse background.

Our vision

To be recognised as a great world school.



Our mission

To deliver an exceptional educational experience that fosters the growth of each student through leading teaching and learning programs, a wide array of opportunities, within a culture of high expectations, empowering students to excel.

Our magenta principles

Everything that we do is centred around our Magenta principles, striving for and achieving more than expected. Our principles support and shape this in our daily work:

- Every student matters every day
- Every staff member matters every day
- Effective practices support sustainability
- One inclusive community



Position details

Position title	Learning Support Assistant
Campus location	Haileybury Keysborough (Newlands)
Reports to	Head of Individual Needs (Campus)
Manages others	No
Employment Type	Permanent, Part Time 0.4 FTE, 15 hours and 12 minutes
Salary Range	\$55,477.69 per annum + 12% superannuation
Full Time Equivalent	
Actual Salary	\$22,191.08 pa (0.4 FTE) + 12% superannuation
Leave Arrangements	This is a term time position with an additional weeks of Term Break Leave, which must be taken during non term weeks. The Salary (Actual) reflects the approved FTE inclusive of the TBL arrangement.

Responsibilities

The primary role of the Learning Support Assistant is to work collaboratively with students and teachers to meet the individual learning needs of the students.

The Learning Support Assistant is required to:

- Identify student's learning needs, skills and difficulty as they arise and work under the guidance of the relevant Head of Individual Needs to respond to these concerns
- Maintain confidential weekly student notes on Microsoft Teams to monitor their progress
- Understand a student's identified learning difficulties and offering assistance in the classroom
- Liaise with Head of Individual Needs and the teaching staff in order to maintain a comprehensive support program and tracking student progress
- Assist students to deal with adjusted curriculum where necessary under the guidance of the classroom teacher and the Head of Individual Needs
- Work with students, under the direction of the classroom teacher, to support the implementation of particular learning goals as identified in the individual learning plans
- Facilitate social interaction, promoting independence and assisting students with their personal growth when required
- Work with the student's teacher by actively participating in activities, assisting, intervening and encouraging students, and where appropriate providing 1:1 instructive support
- Attend regular Learning Support Assistant meetings and provide feedback on the individual needs plan, and document them electronically
- Proactively demonstrate Haileybury's values in daily work and interactions with students and colleagues
- Perform any other reasonable duties as directed by the supervisor.

While the primary responsibilities of the position are articulated, it is expected that the incumbent will engage with the School community and participate fully in a range of events and activities.



Key selection criteria

Required

- Demonstrated ability to identify and respond to different learning needs and strengths of all students in classrooms
- Demonstrated ability to form a positive rapport with staff and students and build collaborative relationships
- Strong analytical and problem-solving skills
- Strong proficiency using business software such as Microsoft Office
- Demonstrated ability multi-task and manage multiple projects and stakeholders
- Highly developed verbal, written and inter-personal communication skills
- Excellent organisational skills including managing time and meeting deadlines

Desirable

- Experience of working with children from a culturally and/or linguistically diverse background

Personal qualities

- Highly organised with a 'can do' attitude to all projects
- Ability to stay calm and focused under pressure
- Enthusiastic and conscientious

Academic qualifications

- Recognised Education support qualification preferable.

Inherent qualities

Cognitive demands

- Ability to work with individuals and groups of staff and to handle multiple (sometimes competing) demands from them and from colleagues in a semi-structured environment.
- Ability to carry out high-level responsibilities, and effectively interact and communicate with students.
- Ability to make high-level decisions and/or be involved in high-level decision making.
- Ability to be resilient when dealing with staff and students.

Physical demands

- Ability to sit at a desk or computer terminal for long periods which could lead to headaches or eyestrain.
- Ability to lift/carry parcels of up to 5 kgs for short distances.

Environmental demands

- Ability to work in environments of variable noise levels, temperatures and weather conditions.
- Ability to assess whether Personal Protective Equipment (PPE) is required for particular activities and wear as appropriate.



General information

- All staff who do not hold VIT registration will need to hold a current Working With Children Clearance and Nationally Coordinated Criminal History Check Certificate (NCCHC).
- Staff at Haileybury are expected to be involved in the School's co-curricular program and usually work some evenings and weekends as required.
- The successful candidate will be expected to support the vision and ethos of the School.
- All staff are recommended to be fully vaccinated against Covid-19 and any other viruses where possible.
- Staff must ensure that all decisions, pertaining to their role at Haileybury, are made in line with legislations and Haileybury Policies and Procedures as set out in the Staff Manual.

Commitment to child safety and wellbeing

Haileybury is a child safe organisation committed to the safety and wellbeing of children, with zero tolerance for child abuse in any form. The successful candidate is required to support Haileybury's child safety policies and procedures and commit to their implementation upon commencement.

The successful candidate must provide a safe physical and emotional environment where students are respected and treated with dignity in an appropriate, professional and caring manner; be aware of, understand and ensure compliance with Haileybury's Child Safety Code of Conduct, the Child Safe Standards, and all relevant policies and procedures; complete Child Protection training requirements; take all reasonable steps to protect students from abuse; and report any reasonable belief that a child's safety is at risk.

Applicants should be aware that we undertake Working with Children Checks, Nationally Coordinated Criminal History Checks and reference checks in accordance with our policies.

Further information

Further information about this position is available from peopleandculture@haileybury.com.au

This position description was last modified by: People & Culture, September 2026