



Ballarat High School

POSITION DESCRIPTION Learning Support (Disability Inclusion Program)

TIME FRACTION	0.79 (30 hours/week)
CLASSIFICATION	ES Level 1, Range 2
JOB TITLE	Learning Support (Disability Inclusion Program)
EMPLOYMENT PERIOD	13/07/2026 – 25/06/2027
JOB OPENING NO.	1528267
APPLY BY	03/06/2026

School Profile

Ballarat High School is a vibrant and inclusive government secondary school with a proud history dating back over a century. The school caters to approximately 1,500 students from Years 7 to 12 and offers a broad, challenging and future-focused curriculum designed to meet the diverse needs and interests of our students.

Ballarat High School is a learning community where every person is valued, respected, and challenged as a learner. At Ballarat High School, we are guided by the core values of Pride, Respect and Responsibility, which underpin all aspects of school life. These values shape a positive school culture where students are encouraged to strive for excellence, take ownership of their learning and behaviour, and contribute meaningfully to their community.

We are committed to evidence-based teaching, student wellbeing and the ongoing professional growth of our staff. With strong community connections, modern facilities and a culture of high expectations, Ballarat High School provides a dynamic environment where all students are supported to thrive.

Role Description

Learning Support staff are part of a team working with students with identified needs, to support their learning and wellbeing. Direct supervision and support for the role will be provided by the Learning Inclusion Co-ordinators and Assistant Principals.

The successful applicant must be able to demonstrate a calm, caring and respectful manner and model the schools core values to a high standard.

Learning Support staff generally work from 8.50am to 3.20pm, but this is subject to timetable requirements and negotiation. This position requires work across 5 days per week, to a total of 30 hours.

As an ES staff member, the range of duties may be expanded in the future in accordance with the ES Level 1, Range 2 General Duties.

No additional attendance during school holidays is required for this position.

Responsibilities

To support the implementation of a Learning Inclusion program for students with an Individual Education Program (IEP) who are currently recognised within the Tier 2 and Tier 3 DE funding criteria.

Specific tasks will include;

- To work in association with the classroom teacher to implement the educational program as set out by the IEP/SSG.
- Assist students on an individual or small group basis.
- Assist and support the implementation of instructional programs.
- Assist with communication between students & teachers particularly, the interpretation of instructions.
- Observe students and bring them to the attention of the teacher where necessary.
- Prepare and submit notes of observations, learning and wellbeing.

- Provide basic physical and emotional care for students.
- Participate in the monitoring & evaluation of programs & evaluation of individual student's achievements.
- Assist with the liaison & communication between parents, teachers, and other staff & members of the wider community.
- Prepare basic curriculum resources/aides/materials as required.
- Undertake administrative tasks and attend meetings as required.

The use of Compass, Google Suite, MSOffice, iPads etc. may be required to undertake duties efficiently and effectively.

Active participation and liaison with other Inclusion Team members and BHS staff.

Participate in an annual performance review process.

Key Selection Criteria

Applicants are requested to present a written response to the key selection criteria below:

1. A demonstrated interest in working with young people and an ability to relate to young people in a positive, respectful and supportive manner, upholding the values of pride, respect and responsibility.
2. Demonstrated high level communication skills with a range of individuals and well-developed emotional intelligence.
3. Knowledge of DE policies and guidelines in relation to Inclusion and an ability to contribute to their implementation.
4. Demonstrated proficiency in literacy and/or numeracy up to VCE standard.
5. Experience in Education Support or Completion of Certificate IV in Education Support (or similar) would be an advantage.
6. Demonstrated commitment to professional learning and growth.

Who May Apply

Individuals with the aptitude, experience and/or qualifications to fulfil the specific requirements of the position.

Child Safe Standards

Victorian government schools are child safe environments. Our schools actively promote the safety and wellbeing of all students, and all school staff are committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations including child safe standards. All schools have a Child Safety Code of Conduct consistent with the Department's exemplar available at [Child Safe Standards: Policy | education.vic.gov.au](https://www2.education.vic.gov.au/child-safe-standards-policy)

DE Values

The department's employees commit to upholding the department's Values: Responsiveness, Integrity, Impartiality, Accountability, Respect, Leadership and Human Rights. The department's Values complement each school's own values and underpin the behaviours the community expects of Victorian public sector employees, including those who work in Victorian Government Schools. Information on the department values is available at:

<https://www2.education.vic.gov.au/pal/values-department-vps-school-employees/overview>

Diversity and Inclusion

The Department is committed to diversity and inclusion and developing a workforce that is representative of the community we service. We value diversity and inclusion in all forms – culture, gender, religion, ethnicity, LGBTIQ+, disability and neurodiversity. Aboriginal and Torres Strait Islander candidates are strongly encouraged to apply for roles within the Department. The Department recognises that the provision of safe, respectful and inclusive workplaces is essential to high performance and promotes flexible work and diversity across all schools and Department workplaces. It is our policy to provide reasonable adjustments for persons with a disability (see [Disability and Reasonable Adjustments – Staff: Policy and Guidelines | VIC.GOV.AU | Policy and Advisory Library](#)).

Additional support and advice on the recruitment process is available to Aboriginal and/or Torres Strait Islander candidates from the Koorie Outcomes Division (KOD) via marrung@education.vic.gov.au.

Applicants seeking part-time employment are encouraged to apply for any teaching service position and, if they are the successful candidate, request a reduced time fraction. Such requests will be negotiated on a case-by-case basis and will be subject to the operational requirements of the school.

Other Information

- All staff employed by the Department and schools have access to a broad range of employment conditions and working arrangements.
- Appointment of successful applicants will be made subject to a satisfactory pre-employment conditions check.
- A probationary period may apply during the first year of employment and induction and support programs provided.
- Detailed information on all terms and conditions of employment is available on the Department's Human Resources website at <https://www.education.vic.gov.au/hrweb/Pages/default.aspx>
- Have or able to obtain an “Employee” Working with Children Check.

Applications

Enquiries regarding the position can be directed to Ms Kristy Gatens 03 5338 9000.

Applications should be submitted via School Jobs Vic (formally Recruitment Online) <https://www.education.vic.gov.au/hrweb/careers/Pages/advacsSch.aspx> or a copy of your application can be emailed to Ms Julie Pickering, Personnel Manager, ballarat.hs@education.vic.gov.au marked Confidential – Learning Support (Disability Inclusion Program), by 11.59pm on the closing date.

Responses to the Key Selection Criteria and a Resume including the names of three referees, their contact numbers and email addresses must be included in the application.



If you need help to understand the information in this Job Description, please contact Ballarat High School on (03) 5338 9000 or ballarat.hs@education.vic.gov.au