Department:	Horsham College	**Location:**	Horsham College (Multiple Location Campus)
Classification:	Ed Support Level 1-Range 2		
Position Description:	Lab Assistant + Learning Support (30hours - negotiable)		
Subject/Duties:		**Level:**	
Begin Date:	27/01/2026	**End Date:**	26/01/2027
Regular/Temporary:	Fixed Term		
Hours:	30.00		
Reference #:	1508327		
Contact Name:	Principal Meg Woolford		
Phone:	03 5381 7100		
School Website:	https://www.horsham-college.vic.edu.au/		
Apply By:	09/12/2025		

Return to Previous Page Switch to Internal View

Location Profile

Horsham College services a student population of over 1000 students in Years 7 to 12. Horsham College is the only government secondary school provider in the City of Horsham and surrounding areas. Horsham College is centrally located in the Wimmera and nestled next to the Grampians National Park and the famous Mount Arapiles. Our students come from a number of local and smaller rural primary schools in the district and from diverse backgrounds. Students participate in a range of community activities and are encouraged to establish community connections. Horsham College is proud of a strong academic achievement born of high expectations and a focus on learning, which is central tenet of the school's values of care, commitment, collaboration and character.
The school has a long history of successful achievement in all areas of learning and in a range of extracurricular activities including sport, music, debating, public speaking and drama. A strength of the College is the breadth and depth of the teaching and learning programs delivered. These are based on the pursuit of personal excellence underpinned by a commitment to provide as many opportunities and pathways as possible that cater to the full range of our students needs and aspirations.
For more detailed background information, please refer to the various other pages on our website and or contact the College to arrange a tour.

Selection Criteria

SC1 Demonstrated capacity to perform duties consistent with established guidelines and frameworks, including coordinating and supporting others in respect to specific work functions relevant to the role. Including ability to prepare materials for scientific experiments in biology, chemistry & physics in accordance with curriculum requirements.

SC2 Demonstrated capacity to work and collaborate with others in a team environment.

SC3 Demonstrated capacity to communicate effectively in a team environment, including high level oral and written communication skills.

SC4 Possess the technical knowledge and expertise relevant to the position.

SC5 Demonstrated capacity to provide advice and support to management and other school staff in respect to the work area.

SC6 A commitment to professional learning and growth for both self and others.

Role

Attendance requirement for this position: 9am-3:30pm (30min unpaid lunchbreak)

An education support class position at this range will perform tasks that are carried out in accordance with guidelines, accepted practice, and school policy under supervision and direction. This may include coordination of other education support class staff within the work area or educational program.

An education support class position supports the educational services being provided to students but must not include duties of a teacher as defined in clause 2.6.1 of the *Education and Training Reform Act 2006 (Vic)* or its successor. Supervision of students can be required individually or in groups up to 4 in controlled circumstances and where the responsibility for students remains clearly with a teacher.

Certification and/or qualifications of up to three years can be required at this level (noting that Registered Nurse is not included at this level, the first level for which is Level 1 range 3).

A role at this range may include:

- Specific support tasks to achieve outcomes. Typically, this will involve accountability for a single function, (e.g.

ensuring data is properly maintained) or the co-ordination of a work area under the direction of the principal or a manager.

- Assisting teachers, within an educational program, by undertaking specific support tasks or the coordination of the support function.
- Supervised health and wellbeing support tasks, medical intervention support tasks, or other specialised student/teacher support roles (e.g. enrolled nurses performing the role as described in schedule 3). These roles require specific qualifications and/or training, including roles where further training must be undertaken from time to time. The role is for a specific purpose, for which there will be direct accountability as opposed to support roles that are carried out by a range of staff performing routine tasks under direction.
- Technical tasks that require a sound knowledge of basic technical and/or scientific principles that are used to develop and adapt work methods and make judgements where there are clear guidelines and limited options. Routine technical support in libraries, science, and information technology would be typical examples.

An education support class position at this range commencing at the base will initially be limited to undertaking routine tasks that are carried out under close supervision and direction. Work that carries some degree of independence will generally involve a limited number of tasks performed on a regular basis where priorities are clear, procedures are well established, and direction is readily available. Subject to any specific qualification and/or training requirement, an education support class employee employed in this range may be progressively required to undertake coordination, specialised student/teacher support tasks, or technical tasks as experience in the role is gained.

Responsibilities

Lab Assistant responsibilities may include:

- Provide specialist advice, under supervision of senior personnel, to students in relation to the handling and use of materials and equipment.
- Advise and assist staff in safety matters relating to a specific functional area, e.g. handling of chemicals in a science laboratory.
- Assist with the provision of a reference service to teachers.
- Develop and implement safety procedures within work and/or teaching areas in accordance with school policy and relevant safety legislation.
- Advise teachers about technical components of curriculum implementation.
- Manage experiments and/or use of equipment and materials under the supervision of teachers and provide basic instruction where required.
- Initiate, design and develop basic computer systems and undertake routine software design.

Learning Support responsibilities may include:

- Provides routine support for teachers including assisting with planning of student routines
- Supports communication between teachers and parents
- Communicates with teachers on routine matters related to students and/or other responsibilities
- Provides basic physical care and wellbeing support for students such as toileting, meals, and lifting
- Communicating with student/s to support comprehension of basic tasks and information
- Addresses immediate behavioural presentations relating to specific students within a classroom setting aligned to school policy and procedure
- Provides basic support and supervision for individuals or groups of up to 4 students within a classroom setting
- Supports teachers in the coordination of educational programs independently or under minimal supervision, including rostering and organising the work of a team of aides, providing routine co-ordination, guidance, and support to other student support staff, liaising with external providers of support services about clearly defined support needs and resources, assisting teachers with the communication of student outcomes and educational programs
- Provides medical intervention support to a student/s, under specific conditions, with appropriate training and guidance
- Provides specialised communication support for students and teachers in areas such as AUSLAN and braille
- Any other tasks as required by the Principal

Who May Apply

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

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, LGBTIQA+, 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 staff with disability (see Workplace adjustment guidelines).

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.

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:

https://www2.education.vic.gov.au/pal/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

Conditions of Employment

- 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 http://www.education.vic.gov.au/hrweb/Pages/default.aspx