

## LEARNING DIVERSITY – multiple vacancies

**Our Lady of Mercy College Heidelberg is a Catholic secondary school for girls and a Ministry of Mercy Education Ltd.**

Applications are invited from suitably qualified, dynamic, experienced people to join our Learning Support Team.

We have three positions available:

- Assistant Full time (possible POL) start as soon as possible, until 3 October 2025
- Assistant FTE neg., start as soon as possible until 12 Dec 2025, may be ongoing
- Assistant FTE neg., start 4 August 2025 until 3 October 2025, may be ongoing

The primary focuses of each position are:

- Leadership role to work with teachers on learning adjustments for students
- Assistant to support students with diverse needs

The successful applicants will be highly motivated and will be passionate about student learning and wellbeing.

Refer to <https://www.olmc.vic.edu.au/employment/employment-opportunities> for information about the College and roles.

**Terms:** Full time role is fixed term. Assistant roles are fixed term with the possibility of ongoing.

**Salary and conditions** are dependent upon qualifications and experience and are in accordance with the Catholic Education Multi-Enterprise Agreement 2022

**Applications close:** 16 June 2025. We encourage submissions as soon as possible, OLMC will review applications as they are received and make an appointment as soon as practicable.

***Applications must follow the requirements outlined below to be considered.***

### **How to apply:**

Please email [applications@olmc.vic.edu.au](mailto:applications@olmc.vic.edu.au) with the following four attachments:

- The OLMC Employment Application form
- A cover letter
- A curriculum vitae
- A response to the Selection Criteria outlined in the Position Description

Failure to submit the above-mentioned documents may result in your application not being considered.

All candidates must provide evidence of having the right to live and work in Australia. Teachers must have current VIT registration and be able to present *certified* results transcripts. Non-teaching staff must provide a *certified* copy of the relevant qualification, hold or be willing to acquire a valid Working with Children Check and undergo a National Police Record Check.

If shortlisted, two to three referees will be required, one being the current employer.

*Our school community promotes the safety, wellbeing and inclusion of all students.*

OLMC | Heidelberg. Our Lady of Mercy College  
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