



## ROLE DESCRIPTION: Aboriginal Education Worker

Job Title:	Aboriginal Education Worker
Responsible to:	Principal
Reports to:	Assistant Principal – Pastoral Care
Classification:	Level 4 School Assistant
Industrial Agreement:	<i>NSW Catholic Independent Schools (Support Staff – Model B) Multi-Enterprise Agreement</i>
Date of Review:	March 2020

### PURPOSE OF THE POSITION

The Aboriginal Education Worker will:

- Build a relationship of trust and respect with each student through openness and availability
- Draw on his/her cultural strength to provide a culturally safe place for all students to express their needs, concerns and goals
- Support the school in providing for the educational and pastoral care needs of Aboriginal & Torres Strait Islander students to experience success, based on the 'Closing the Gap' targets of
  1. Attendance
  2. Numeracy/ Literacy
  3. Parent and Community Engagement
  4. Retention

### REPORTING AND OTHER RELATIONSHIPS

- The Aboriginal Education Worker reports directly to the Assistant Principal - Pastoral and is a member of the Pastoral Care Team
- All roles are responsible to the Principal
- The key internal relationships are with the Academic Support Teachers, Home Room Teachers, Pastoral Coordinators, Counsellors, Student Services and students
- The key external relationships are with parents/caregiver and external providers

### KEY RESPONSIBILITIES

Key Focus Areas:

1. **Aboriginal and Torres Strait Islander Student Support**
  - Be the main point of contact and support person for Aboriginal or Torres Strait Islander students and parents /family/ caregivers of the school
  - Build strong relationships with students to support their personal growth, cultural identity and connection with community



- Monitor records of attendance for each student and follow up absences promptly with parents/ caregivers, where evidence indicates concern
  - Assist with the transition of students during times of change (e.g. Primary to Secondary school, all new enrolments)
  - Liaise with the other key staff in the Academic Support Team and the Pastoral Care Team regarding the pastoral needs of students
  - Assist the Academic Support Team to develop and review Personalised Learning Plans for each student including liaising with parents, families or caregivers.
  - Ensure the boys who are offered a bursary receive ongoing fee support, textbooks, uniforms, laptops, diaries and excursion payments
  - Oversee the provision of recess and lunch for students in need
- 2. Parent/Family Community Support**
- Encourage the involvement of parents, family and caregivers in school programs and events
  - Liaise and meet with family in relation to student progress when necessary
  - Inform the community of the objectives and organisation of the Aboriginal and Torres Strait Islander Program at the school
  - Build and maintain links with local Aboriginal & Torres Strait Islander support agencies, community organisations and networks
  - Inform the Principal of the views of the Aboriginal and Torres Strait Islander community which have relevance for students and their education.
- 3. Teacher and School Community Support**
- Support the school to be aware of, respect and celebrate Aboriginal & Torres Strait Islander cultures (e.g. source external training providers)
  - Facilitate initiatives that build cultural awareness and engagement across the school community including Reconciliation Week, Sorry Day, NAIDOC Week, Retreats, Liturgies, Ceremonies, School Assemblies and Social Justice Days
  - Assist staff with incorporating an Aboriginal & Torres Strait Islander perspective into the life of the school
  - Adopt a team based approach to join in-school activities, subject selection, careers and tertiary opportunities
- 4. Other Responsibilities**
- Carry out other related duties as required by the Principal
  - Supervise Aboriginal & Torres Strait Islander students as part of the schools overall duty of care to all students
  - Coordinate and/or lead the Aboriginal Dance Program and other culturally responsive programs (e.g. Cultural Leadership Camp)
  - Participate in the enrolment process for all new Aboriginal & Torres Strait Islander boys and their families



- Participate in professional development activities which include meeting regularly with a mentor

#### REQUIREMENTS OF THE ROLE

##### **Essential Personal Requirement: Aboriginality**

To perform this role, it is essential that the person who holds the position be an Aboriginal or Torres Strait Islander person. It is therefore a genuine occupational requirement under Section 14d of the Anti-Discrimination Act 1977 that applicants are Aboriginal or Torres Strait Islander.

##### **Essential Criteria:**

- Previous experience working with Aboriginal & Torres Strait Islander youth
- Knowledge and understanding of a range of issues facing Aboriginal & Torres Strait Islander youth in an urban context
- Ability to deal with sensitive and complex issues in a culturally appropriate way
- Demonstrated skills in cross-cultural communication specifically active listening
- Demonstrated initiative and sound judgement
- Familiar with the rhythm of the school environment
- Able to work within the framework of a Catholic school
- Current Working with Children Check
- Current NSW Driver's License

##### **Desirable Criteria:**

- Able to work with a broad cross section of people internally and externally
- Able to see projects through to completion
- Higher School Certificate
- Familiarity with Microsoft Office e.g. Outlook and Word