

ABORIGINAL LIAISON OFFICER



**SACRED
HEART
COLLEGE**

OUR TITLE	Aboriginal Liaison Officer	WHO YOU REPORT TO	Deputy Principal – Dean of College
YOUR TEAM	Sacred Heart College	WHO REPORTS TO YOU	NA

Our Core Purpose: As a Catholic School faithful to the Gospel and the tradition of the Sisters of Our Lady of the missions: We develop our students to respond to Jesus by striving for personal excellence, having the courage of their convictions and being active agents of change.

How do you contribute to the bigger picture?	The role of Aboriginal Liaison Officer is to work directly with Aboriginal students and families to enhance and support student learning outcomes within the College. This is achieved by creating an appreciation and awareness of Aboriginal people, culture, history and spirituality for all College students and the wider community. The Aboriginal Liaison Officer has an integral pastoral care role in ensuring our Aboriginal students reach their full potential at the College.
Our values	To go beyond ourselves with Compassion Courage and Respect
Work requirements	ESSENTIAL <ul style="list-style-type: none"> National Police Clearance Working with Children's Check
Award	Non-Teaching Staff Administrative & Technical Officers Award - Non-Teaching Staff EBA.
Where and when you will be working	Within Sacred Heart College from 8:00am – 4:00pm, 40 weeks per year, part- time . There will be times when you will be required to work outside your normal work times.
Key relationships	All College Aboriginal students, families, wider Aboriginal community and all College staff and students.
Knowledge, Experience and Skills	<ul style="list-style-type: none"> Demonstrates and appreciates the Catholic Ethos and models this in all decision making. Demonstrates the ability and willingness to uphold the College values of Compassion, Courage and Respect. Demonstrates excellent interpersonal and communication skills. Demonstrates the ability to build relationships across the College and with external networks. Demonstrates the ability to work collaboratively within a team environment. Demonstrates excellent negotiations skills and advocacy for student group. Demonstrates the ability to be innovative in decision making. Demonstrates the ability to develop networks within the Aboriginal and Torres Strait Islander communities. Demonstrates the ability to be adaptable and flexible to ensure needs of the College and students are met.

The standards you need to meet/ what you will need to do – key activities



Aboriginal Liaison Officer

Your responsibilities as an Aboriginal Liaison Officer include:

Pastoral Care and student support

- Provide ongoing-pastoral support for Aboriginal students. Contributes to the organisation of Pastoral Care groups, camps and other support programs.
- Establish and maintain connections amongst Aboriginal students, their families and College staff.
- Source and provide opportunities to celebrate Aboriginal cultural identity for Aboriginal students and the wider College community.
- Provide cultural advice as required and arrange/participate in cultural sessions for students and staff.
- Mentor Aboriginal students and provides expert advice to staff regarding Aboriginal culture.

Integration of Aboriginal Perspective within the College Community

- Provide support and advice to teachers when required, with regards to classroom management issues, concerns or strategies for Aboriginal students.
- Assist with arranging appropriate activities for events such as National Reconciliation week, NAIDOC week and other relevant activities.
- Develop relationships with Aboriginal Elders to support Aboriginal culture within the College community.
- Arrange guest speakers to present at the College (minimum of twice per year).
- Provide expert advice to teachers on resources and materials utilised to ensure engagement of Aboriginal students.

Student Learning

- Act as a mentor and subject matter expert and be available to Aboriginal students.
- Work collaboratively with teachers to construct and assist in the delivery of engaging learning programs for Aboriginal students.
- Encourage Aboriginal students to participate in all aspects of College life.
- Support teaching staff and students in the classroom through pastoral care initiatives
- Connect Aboriginal students with support programs provided by the College or support students and families in sourcing programs in the community.
- Liaise with teachers and families on curriculum plans and individual education plans when and if required.
- Liaise with College staff (i.e., Careers Department) on matters such as transition from primary school to secondary school and career pathways.
- Provide assistance to Aboriginal students to arrange any additional support regarding their learning outcomes ie. Tutoring.
- Remain contemporary and up to date on Aboriginal initiatives, developments and programs.

Family and Community Engagement

- Foster strong links amongst Aboriginal students, their families and staff at the College.



	<ul style="list-style-type: none"> • Support families throughout the enrolment process. • Perform home visits to parents/guardians to share information regarding College process and procedures, curriculum and any matters related to the College way. • Liaise with the College Principal and teaching staff on matters relating to Aboriginal students enrolled within the College. • Liaise with the Principal on matters such as fee arrangements and school attendance. • Provide assistance with relevant funding applications to enhance meaningful opportunities for Aboriginal students. • Support teachers to ensure curriculum programs, course outlines and assessment schedules are prepared and communicated effectively to all students and their families. <p>Other duties</p> <ul style="list-style-type: none"> • Contribute stories to the College newsletter, sharing relevant stories. • Contribute to the College Koorinal on the achievements of Aboriginal students. • Attend staff meetings, parent information meetings and professional development opportunities provided by CEWA and other organisations. • Supports and is involved in co-curricular activities at the College.
<p>Qualifications</p>	<p>Essential:</p> <ul style="list-style-type: none"> • Is of Aboriginal descent. • Accepted by the Aboriginal community in which they live. • Experience in a similar role. • Current Working with Children Check. • Cleared Nationally Coordinated Criminal History Check. • COVID-19 Vaccination certificate. • Proficient in various software suites such as Microsoft and Teams. <p>Desirable:</p> <ul style="list-style-type: none"> • Certificate III or IV in Education Support. • Mentoring/social work experience with young students.
<p>Decision making</p>	<ul style="list-style-type: none"> • Deputy Principal – Dean of College
<p>What success looks like:</p>	<ul style="list-style-type: none"> • Increase in enrolments of Aboriginal students. • Feedback from Aboriginal students and families that they feel supported by the College. • The College actively participates in programs that promote Aboriginal culture in the community.

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Your work, health and safety responsibilities	<p>Your responsibilities as an employee include:</p> <ul style="list-style-type: none"> • Having a duty of care to ensure the safety, health and welfare of all staff, students, their parents, community members and other persons who are legally present on College premises. • College premises may include places away from the College campus such as a campsite or where College excursions may take place from time to time. • Ensure understanding and compliance of the College OHS policy • Create a culture of safety that precipitates the development, maintenance and promotion of a healthy working environment • Complying with, as far as practicable, all instructions given to you to ensure your own safety and health. • Proper use of any personal protective clothing or equipment supplied to you. • Not misusing or damaging any equipment you use. • Prompt reporting of any hazards or incidents/accidents to your Leader including damaged college property. 		
Code of Conduct	You are responsible for ensuring you act within the framework of the College's Code of Conduct.		
Ongoing professional development	Strive for personal excellence: You are required to participate in an annual performance review. This will also include career development options.		
Sign off	Leader name:	Deputy Principal – Dean of College	Employee name:
	Leader signature:		Employee signature:
	Date:		Date:
	Document last updated:		April 2022

Organisational structure of role:

