



## ST URSULA'S COLLEGE YEPPON

### ***POSITION DESCRIPTION***

**Position Description:** Indigenous Education Officer      **Status:** Full time, Term time

**Reports to:** Deputy Principal - Spiritual & Pastoral      **Date:** January 2016

**Classification:** School Officer Level 4

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#### **Purpose of Position:**

Works under limited supervision from the Deputy Principal Spiritual & Pastoral providing support services to Indigenous families, students, classroom teachers, Boarding, Careers & VET Coordinator, College Counsellor, College Nurse, Enrolment Officer and community organisations.

#### **Key Characteristics:**

##### **These include the ability to:**

- Demonstrate tolerance, maturity, patience
- Respond and adapt whilst operating in an environment which is often demanding and busy.
- Facilitate effective communication with staff, students, parents and visitors in a way that enhances the College image and contributes to the goals of Catholic Education and the College Mission
- Demonstrate tact and discretion
- Maintain confidentiality but report as required by College policies and procedures
- Apply knowledge with depth in some areas and a broad range of skills
- Select equipment and organise work, services and activities to achieve outcomes within time constraints
- Follow classroom protocols and expectations as stated in the College Handbook.
- Work safely in a College environment and meet the requirements of *Student Protection* legislation

#### **Typical Duties:**

##### **Typical duties performed may include, but are not limited to:**

- Assisting student learning, either individually or in groups, where some discretion and judgment are involved in evaluating and assessing (under the supervision of an academic staff member (s) the learning needs of the students
- Under limited supervision, supporting teachers in preparing, implementing and supervising learning experiences
- Within routines, methods and procedures, liaise between the College, the student and the student's family where some discretion and judgment are involved
- Under limited supervision, support students in relation to their physical and personal needs where some discretion and judgment are needed

### **Specific Duties:**

#### **Specific duties performed may include, but are not limited to:**

- Developing and implementing programs that meet the identified personal development needs of students, in consultation with relevant staff
- Assisting teachers and parents to help/support understand the real needs of Indigenous students
- Assisting the resolution of difficulties experienced by indigenous students, teachers and parents in the College environment
- Encouraging and assisting College staff to grow in understanding of Aboriginal Culture and Torres Strait Culture e.g. through organising presentations and workshops for staff
- Liaising with parents and appropriate College Staff to ensure that the students' learning and personal needs are met in the areas of health, behaviour, learning and co-curricular activities (e.g. Overseas excursions), using discretion and judgement to achieve the best outcomes for all.
- Work with appropriate personnel to monitor, organise and assist with Indigenous students' subject choices and career directions
- Assisting with the procedures required to enrol and induct Indigenous students
- Maintaining relationships with students, staff, parents and Indigenous communities
- Encouraging Indigenous parents to become active participants in the life of the College and to connect with Elders from the Yeppoon region who can assist their daughter(s)
- Assisting and encouraging Indigenous students to participate fully in College life and to engage with co-curricular and tutoring opportunities.
- Being available for consultation when necessary especially with other schools, for sorry business, behavioural issues, when relationships break down or are threatened.
- Visiting the families of Indigenous students and encourage them to become involved in educational and community activities
- Attending appropriate professional development seminars and courses
- Attending staff meetings and, where possible, briefings at the College, as well as other relevant meetings
- Providing, when required, written reports to the Principal concerning Indigenous students
- Liaising with government agencies on behalf of Indigenous students and their families
- Securing, maintaining and updating records concerning Indigenous students, including overseas passports if required.
- Managing the PLP program for Indigenous students in Years 7-10 and ensuring information is available for staff & parental access.
- Guiding and facilitating the Indigenous Education Committee and ensuring regular meetings as well as managing correspondence, notes and other instructions to ensure the effective running of the Committee.
- Providing administrative support to manage and monitor individual students Trust Accounts to purchase educational services each term.
- Using judgement and discretion, liaise with Administration staff, to monitor student Abstudy payments, travel and weekend leave arrangements.
- Attending school camps/holiday programs (CQUniversity) to assist with supervision if possible.
- Assisting with Playground Duty if required.
- Organising Harmony Day activities and assisting with NAIDOC masses, Indigenous Graduation Masses, Indigenous Leadership Camps and other community events which promote the Indigenous Culture in the community in a positive manner when required.
- Assisting the College with annual events such as Open Day, Immunisations, Presentation Evening, Discovery Day and other such events when required.

**Parent Contact/Liaising:**

- Telephone calls/Skype/Emailing to encourage active participation
- Home visits to strengthen partnerships

**Student Welfare:**

- Profiling students, maintaining and updating records
- Medical/health care - working with School Nurse/Deputy or agencies in this regard
- Being accessible for consultation when necessary

**Classroom Contact:**

- PLP's - Personal Learning Programs
- Learning support/enrichment, access to tutoring if required
- Assisting with supervision in a classroom setting or Boarding Study setting if required
- Assisting students to understand the appropriate behaviours for different contexts

**Networking:**

- Indigenous Education Support Team meetings
- DEST/ABSTUDY
- VET/ Careers
- Inter-agency/Aboriginal & TSI discussions and involvement
- Regional visits
- Diocesan Catholic Education Office personnel
- CQUniversity AIME Program

**School Support Meeting:**

- Assisting College staff to understand and be aware of Indigenous Cultures.
- Working collaboratively with relevant staff

**Boarding:**

- Supporting and encouraging students to work within the Boarding routines, methods and procedures
- Supporting student participation in co-curricular, tutoring activities and pastoral care.
- Exchanging information with Head of Boarding and Supervisors
- Organising programs, activities and accommodation for Boarding free weekends, in consultation with the Head of House (Boarding).