



St Ursula's College Ltd

(A.B.N. 63 054 678 358)

Locked Mail Bag 600,
YEPPOON 4703

Telephone: 07 4939 9600

Fax: 07 4939 9610

Selection Criteria for Indigenous Education Officer

Works under limited supervision from the Deputy Principal, Pastoral & Spiritual and the Deputy Principal, Teaching & Learning and provides support services to Indigenous families, students and classroom teachers.

As a member of the support staff at St Ursula's College, the successful applicant will have:

- A commitment to the ethos of a Catholic school and working with students
- Proven ability to assist staff in preparing, implementing and supervising student learning
- Well developed communication, collaboration, presentation and networking skills
- Demonstrable tact, initiative and professional integrity including experience in handling sensitive and confidential matters
- Ability to follow College protocols and to report as required

If successful, you will be required to undertake a Working with Children check and be eligible for a Suitability Notice from Blue Card Services.

A written application addressing each of the selection criteria, resume and the names and contact details of three (3) referees should be forwarded to:

The Principal
St Ursula's College
Locked Mail Bag 600
YEPPOON Q 4703
Email: principal@stursulas.qld.edu.au

Applications close: **Monday 10 December, 2018**