



POSITION DESCRIPTION

Position Description: Community Support Officer **Status:** Part-time, Term-time
(4hrs per day, 5 days per week)

Reports to: Deputy Principal (Spiritual & Pastoral) **Date:** October 2021

Classification: School Officer Level 3

Purpose of Position:

Works under limited supervision from the Deputy Principal (Spiritual & Pastoral) to provide support to Indigenous students and their families to enable a positive school experience while at the College.

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
- Demonstrates capacity for 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
- Work safely in the College environment and meet the requirements of Student protection legislation

Supervision:

Work will be carried out under the limited supervision of the Deputy Principal (Spiritual & Pastoral). The College Leadership Team will clarify expected outcomes of support services related to their area.

Supervision of Others:

Peer assistance may be provided to others
Supervision of staff does not apply

Qualifications:

Tertiary qualifications at Certificate level or equivalent qualifications relevant to the position may be required or such knowledge, qualifications and experience deemed by the employer as necessary to successfully carry out the duties of the position.

Typical Duties:

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

- Build a rapport with students through demonstrated interest in their personal, cultural and school based needs
- Identify and engage relevant services to interact with the students and their families

- Facilitate communication between College staff and First Nations people (and their Community) to ensure programs and services provided are culturally appropriate
- Encourage active parent involvement in the development of Personal Learning Plans (PLPs) working with the Inclusive Education Co-ordinator.
- Coordinate and facilitate calendar significant events for First Nations people and other Cultures, to include but not limited to; NAIDOC Week, Harmony Day, National Reconciliation Week
- To maintain and foster the significance of Acknowledgement of Country within the College community
- Work with staff at the College to build internal Cultural capacity to effectively work with First Nations' students and families
- Participate productively and collaboratively as a member of a multi-disciplinary team in delivering programs and services to students
- Facilitate the RAP (Reconciliation Action Plan) at the College
- Maintain First Nations people specific networks at a local community and broader educational level (e.g. Catholic Schools Office, Central Queensland TAFE and Central Queensland University)
- Prepare for and partake in regular meetings with the Pastoral Team to ensure support network is maintained and informed
- Actively contribute in Pastoral Team Meetings providing updates on student and/or family cultural issues
- Maintain an image of Catholic Education as a professional and pastoral organisation both in presentation and communication
- Assisting to resolve cultural difficulties experienced by students, teachers and parents in the College environment
- Encourage and assist College staff to foster a deeper understanding of Cultural knowledge and competencies to support First Nations people
- Encouraging and supporting parents to become active participants in the life of the College
- Assisting and encouraging students to participate fully in College life and co-curricular 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 First Nations students
- Maintaining and updating records concerning First Nations students

General Terms of Appointment

- o Be supportive of the Catholic ethos of the school.
- o Support the Strategic Plan and the School Improvement Plan.
- o Take full responsibility for compliance with the Staff Code of Conduct.
- o Take full responsibility for compliance with all school policies and procedures.
- o Possess and maintain a current positive notice blue card for child related employment.
- o Comply with all requirements of St Ursula's College Student Protection Policy and Procedures.

Given the dynamic environment in which the College operates, the Principal may alter the roles and responsibilities of this position at her discretion, in order to most effectively, serve the needs of the College.