

# Aboriginal Liaison Officer

## ROLE DESCRIPTION

Position Title:	Aboriginal Liaison Officer
Team:	Student Services
Accountable to:	Principal through the College Psychologist
Accreditation Level:	Accreditation to Work in a Catholic School
Date Last Updated:	November 2017

### INTRODUCTION TO THE COLLEGE

Irene McCormack Catholic College is a co-educational secondary College with approximately 960 students in Years 7 to 12. The College serves the Catholic Parish of St Andrew's, and was established in 2002. The College was named after Sr Irene McCormack. The heart of the College mission is to nurture the formation of the full humanity of the individual student as reflected in the College motto – 'Prayer, Service, Justice'. This mission is encompassed in all learning activities including the Christian Service Learning program. The College has effective Pastoral Care and Student Leadership programs and structures. Striving for excellence permeates all facets of College life and our students consistently rise to the challenge.

The Aboriginal Liaison Officer is an important member of the school community and is expected to work in partnership with the Catholic Education community to raise the educational achievements of Aboriginal students.

### CORE REQUIREMENTS

- Be supportive of the Catholic ethos of the College.
- Work in a collaborative manner with all Teaching and Administrative Staff.
- Maintain consistently high standards of student and family support in a professional and friendly manner.
- Knowledge and compliance with all policies contained in the Staff Policy Handbook.
- Demonstrate the competent use of information and communication technologies.
- Professional standard of dress and grooming.

### CONDITIONS OF EMPLOYMENT

The Aboriginal Liaison Officer (ALO) will be employed under The Roman Catholic Archbishop of Perth Non-Teaching Staff Enterprise Bargaining Agreement, 2014. Employment is also subject to Catholic Education Commission of Western Australia Policy Statements and school based policy statements.

Remuneration will be dependent on experience.

### FUNDAMENTAL RESPONSIBILITIES FOR ELIGIBILITY FOR EMPLOYMENT IN A CATHOLIC SCHOOL

An ALO should meet each of the following criteria:

- Be of Aboriginal or Torres Strait Islander descent.
- Identify as an Aboriginal person or Torres Strait Islander.
- Be accepted as such by the Aboriginal community in which he or she lives.
- Demonstrate a commitment to Catholic values and teachings.
- Be willing to complete or undertake Accreditation to Work in a Catholic School.
- Hold a compulsory Police Clearance and a current Working with Children Check.
- Be willing to fulfil their professional responsibilities and delegated responsibilities.

### ROLE STATEMENT

The ALO will apply techniques, skills and knowledge of relevant principles and practices acquired through previous experience, on the job learning or relevant qualification. The ALO is responsible to the Principal, through the College Psychologist.

The ALO is expected to meet the following criteria:

- Work in partnership with the Catholic Education community to raise the educational achievements of Aboriginal students.
- Promote and maintain positive working relationships between the College, other schools and external agencies within the community.
- Wholeheartedly embrace the culture and vision of the College.
- Contribute actively to a dynamic team environment and embrace the concept of continuous learning.
- Promote the inclusion of Aboriginal students in the College.
- Develop effective communication with Aboriginal families in the community.
- Show initiative, work independently and contribute to a team environment.
- Demonstrate effective communication skills with staff and students.
- Demonstrate competent use of information technologies.

The Aboriginal Liaison Officer could be expected to perform a range of tasks from those listed in the categories below.

### **PROFESSIONAL SUPPORT TO THE COLLEGE LEARNING ENVIRONMENT**

- Provide cultural advice as required and arrange/participate in cultural awareness sessions for students and staff.
- Support Aboriginal students within the classroom setting and provide pastoral care.
- Assist with funding applications for relevant funding opportunities.
- Be aware of and advise on current Aboriginal Education Programs.
- Attend meetings and/or professional development as required by the Principal or delegate.
- Other duties as directed by the Principal or delegate.
- Willingness to take on co-curricular responsibilities (pro rata) within the College Community.

### **SUPPORT THE INTEGRATION OF ABORIGINAL PERSPECTIVES IN THE CURRICULUM**

- Assist with arranging activities for events of significance i.e. Harmony Day, Reconciliation, NAIDOC etc.
- Assist with arranging guest presenters/role models to visit the College.
- Provide advice of a cultural nature when assisting with the development of teaching programs.

### **HOME, COMMUNITY AND SCHOOL PARTNERSHIP (e.g. home liaison, building positive relationships, increasing enrolment)**

- Forge strong links amongst the Aboriginal students, their families and staff of the College.
- Home visits to parents/guardians to convey information on issues such as College policies and procedures, curriculum issues, Aboriginal Parent activities and decisions.
- Inform the Principal and staff of issues relating to Aboriginal students enrolled within the College.
- Liaise with the Principal and staff on such issues as student attendance and transition from primary school to secondary school and secondary school to post-school pathways.
- Represent the College within the community as required.
- Assist with enrolment of Aboriginal children by informing and assisting Aboriginal families to overcome financial hardship through the availability of bursaries.
- Inform principals/teachers of current issues/trends within the Aboriginal community.

### **SELECTION CRITERIA AND ESSENTIAL SKILLS**

- Ability to work in a flexible working environment with teachers and students.
- Ability to work in small groups of students and with individual students.
- Ability to foster independent learning habits with students.
- Experience in a secondary school environment is preferred.
- Excellent interpersonal, communication and problem solving skills.
- Demonstrated high level of written and oral presentation skills.
- Demonstrated ability to work successfully in a team.
- Commitment to continuous professional learning.