



ST. BRIGID'S
COLLEGE

POSITION DESCRIPTION **ABORIGINAL CULTURAL LIAISON OFFICER**

POSITION TITLE: Aboriginal & Torres Strait Islander (ATSI) Cultural Liaison Officer
LEVEL: Aboriginal Teacher Assistants, Mercy Education Ltd Non-Teaching Enterprise Bargaining Agreement 2014
HOURS: Full-time. Flexible hours to accommodate working in the evening/weekends to support the College Boarding students.

ORGANISATIONAL RELATIONSHIPS

Position reports to: Principal via the Head of Secondary School/Head of Boarding
Internal Liaison: Director of Community Relations/Head of Boarding, Manager Finance and all departmental staff and students.
External Liaison: Community groups, College suppliers, general public, parents or guardians.

POSITION OBJECTIVES

- To provide a range of support and culturally appropriate educational services that meet the needs of Aboriginal and Torres Strait Islander students, working with staff to develop and implement programs and strategies that assist in improving educational and individualised outcomes.
 - To act as a cultural liaison between Aboriginal and Torres Strait Islander communities and the College to enable two-way understanding of the cultural and educational needs of students.
 - To provide Aboriginal and Torres Strait Islander students in boarding opportunities to stay connected with their culture and their communities.
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POSITION ACKNOWLEDGEMENT AND ACCEPTANCE

The details contained in this document are an accurate statement of the position's responsibilities and requirements.

Signature: _____
Principal DATE

Signature: _____
Employee DATE



CORPORATE ACCOUNTABILITY

- Comply with the College's Code of Conduct, Catholic Education Code of Ethical Conduct and Mercy Education Code of Conduct management directives and approved policies and procedures.
- Avoid participation in activities that may represent a conflict of interest with the obligations and responsibilities of your role/position.
- Exercise discretion and maintain confidentiality in dealing with sensitive and high-level issues.
- Display and promote the type of leadership and activities that will positively influence team culture and business performance.
- Deliver effective use of the College's resources (staff, equipment and other) within the levels of accountability.
- Ensure compliance with the College's corporate values in the management and delivery of programmes, as follows:-
 - Continuous improvements.
 - Organisational wellbeing.
 - Customer service.
 - Money matters.
 - Safety.

KEY DUTIES / RESPONSIBILITIES

CATHOLIC IDENTITY

- Actively live and promote the College Mission with a focus on developing responsible Christian persons.
- To promote and maintain Gospel values and the Catholic tradition among all sectors of the College, including students, staff and parents.
- Ensure and facilitate a Mercy inspired ethos within the school community.
- Ensure all undertakings are student focused.
- Ensure that each student is treated as a 'whole' person who has individual needs.
- Support the Mercy Ethos by participating at various prayer time, liturgies and mass during the school year.

PASTORAL CARE

- Provide on-going pastoral support for the Aboriginal and Torres Strait Islander students.
- Ensure the learning needs and any special medical conditions of Aboriginal and Torres Strait Islander students are documented and familiar to relevant staff.
- Support the College Nurse and the Head of Boarding with managing medical appointments for Aboriginal and Torres Strait Islander boarding students.
- Provide opportunities for students to remain connected with their cultural identity and their communities.



DEVELOPMENT

- Assist in developing culturally sensitive professional development programs to assist the Boarding House Supervisors with the care and supervision of students.
- Develop and implement strategies for effective links between home, Boarding and College related issues and to encourage a greater interest and participation in Boarding and College activities and programs.
- Establish and monitor College and community networks related to Aboriginal and Torres Strait Islander education.
- Establish and monitor Holiday programs for the Aboriginal and Torres Strait Islander Boarding students.

COMMUNICATION

- Facilitate suitable consultative mechanisms and procedures to provide a supportive and encouraging environment for effective two-way communication between the college, parents/carers and students (including Teaching staff as part of the internal community).
- Communicate cultural sensitivity in all matters pertaining to the Boarding life of the Boarding students.
- Facilitate the opportunity for raising parental concerns.
- Act as the point of contact for parents/carers to determine relevant issues for improved relationships with the College.
- Ensure the daily pastoral care of the students is monitored and provide feedback to the relevant Heads of Schools/Head of Boarding.
- Attend Year Team Leader meetings fortnightly.
- Ensure relevant staff are informed about up and coming events in advance.

EDUCATION

- Monitor and support students in achieving learning objectives and academic success.
- Facilitate partnerships with support agencies.
- Assist classroom teachers in a team-teaching environment.
- Assist in the learning areas identified as priorities (not limited to)
 - English; vocabulary, spelling
 - Research skills
 - Mathematics
- Identifying and representing the education needs of the Aboriginal and Torres Strait Islander students.
- Collaborating with the Learning Differences Coordinator to develop Individual Education Plans for students.
- Providing knowledge and understanding of Aboriginal and Torres Strait Islander history, language and culture to staff and students.
- Participate in programs to assist Aboriginal and Torres Strait Islander students.
- Keeping records where the Aboriginal and Torres Strait Islander students post school transition and beyond, and capturing this information.



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OTHER

- Maintain a diary detailing network meeting, reference group meetings, school-based professional development and training.
Use of a daily work pad or daily planner to be used for planning and record keeping relating to facilitating learning and assessment of students. This should include strategies for individuals who need extension or remediation, cultural activities, field trips and camps, student interviews, parent interviews, teacher concern and liaison visit planning.
- Utilise the College data administration system to record relevant student information in a timely manner to ensure the most recent information is available to staff.
- Facilitate and participate in out-of-class activities and related events.
- Meet regularly with the Heads of School/Head of Boarding.
- The approved means for transporting students is by use of the college owned vehicles. In the event that a vehicle is not available, you may use your own with prior approval from either the Head of Secondary School/Head of Boarding and claim the mileage through the college Finance Department.

EXTENT OF AUTHORITY

Demonstrate a high degree of initiative, discretion and capacity to manage work load to achieve all goals to finality within policies and guidelines. Support regarding work priorities and workloads, and any matters not covered by policies and guidelines can be sought from the Principal.



REQUIREMENTS OF THE POSITION

Working Relationships:

- Principal
- Head of Secondary School
- Director of Community Relations/Head of Boarding
- Manager Finance
- All staff and teachers
- Parents and parent groups
- Students
- Vendors and external contractors

Key Results Areas:

Behavioural Descriptors:

- A clear commitment to the objectives and ethos of Catholic Education.
- High level of interpersonal and communication skills (verbal and written) and collegiality.
- Possession of excellent organisation skills.
- A flexible, collaborative student-centred approach.
- Commitment to excellence.
- Undertake safe work practices.
- Undertake other duties as directed.

Team Participation:

- Work closely and cooperatively with all staff members.
- Contribute positively and constructively with the College community.
- Ensure performance consistent with the ethos, aims and objectives of the College.
- Capacity to manage multiple reporting lines proactively and constructively.

Experience and Qualifications:

- Demonstrated connection to community and an understanding of Aboriginal and Torres Strait Islander cultures, and the issues affecting these cultures in contemporary Australian society.
- Demonstrated ability to effectively engage Aboriginal and Torres Strait Islander youth and develop a working pastoral care relationship with students.
- Ability to systematically work through issues and problems that may arise.
- Ability to maintain confidentiality of records and information.
- Demonstrated commitment to contributing to a positive and constructive team environment.
- Demonstrated high level of organisational ability and initiative including capacity to set priorities and work to deadlines.
- Ability to cultivate productive working relationships in a small team environment.
- A high level of initiative and ability to achieve results.
- Excellent communication and team-working skills.
- Strongly developed interpersonal and communication skills, including well developed listening and teaching skills.
- Strong written and oral communication skills.
- Understanding of risk management principles.



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- Understanding of the principles of Equal Employment Opportunity, Industrial Democracy and Occupational Health and Safety.
- A clear commitment to the objectives and ethos of Catholic Education.

Essential Selection Criteria

- A clear commitment to the objectives and ethos of Catholic Education.
- Ability to work flexible hours as required
- Demonstrated commitment to contributing to a positive and collaborative environment.
- Ability to work effectively in a busy environment.
- Strong interpersonal and communication skills
- A current 'C' class Driver's Licence
- Cleared Nationally Coordinated Criminal History Check
- Current Working with Children Check
- Evidence of receiving all required COVID-19 vaccinations or approved exception as per current legislation. More information can be found at Mandatory COVID-19 vaccination policy for WA workforces.

Desirable

- Experience in a similar position
- Mentoring experience with young people
- Social work, psychology or counselling experience

Personal Attributes

- Professional;
- Initiative;
- Flexibility;
- Reliability;
- Tact and diplomacy;
- Ability to maintain confidentiality;
- Strong people and telephone skills;
- Ability to work cooperatively as part of a team;
- Ability to work independently as necessary;
- Ability to communicate well with a wide range of people; and
- Commitment to continued professional and personal development.