



Role Description

Title:	School Officer: Community Liaison	Location:	Cunnamulla
Reports to:	Principal	Classification:	School Officer Level 3
School:	Sacred Heart Primary School	Tenure:	Term time, Fixed term

1.0 Purpose

The School Officer: Community Liaison encourages Aboriginal and Torres Strait Islander students and their families to actively engage and participate in all activities in the student's education and school community. This role supports school staff by providing Indigenous perspectives within curriculum areas, and assists with developing an awareness of cultural protocols and the needs of Aboriginal and Torres Strait Islander students and their families.

2.0 Experience and qualifications

Essential

- an understanding and empathy for Aboriginal and Torres Strait Islander students and their families
- an understanding and empathy for students with special needs
- a current blue card for working with children issued by Blue Card Services, or the willingness and ability to obtain one prior to commencement
- the ability to work effectively as a team member and closely with learning support and classroom teachers
- excellent organisational skills and ability to use initiative in planning tasks
- well-developed interpersonal and written communication skills
- demonstrated experience working with the Microsoft suite of products
- empathy with the values and ethos of the Catholic faith

Desirable

- a Certificate III in Education Support or Certificate IV in Teacher Aide Studies, and/or previous experience working in a similar role in a school classroom
- a current First Aid Certificate

3.0 Key result areas

- 3.1 support and assist students, parents and caregivers to engage in education
- 3.2 assist teachers with preparing, implementing and supervising learning programs and materials to support classroom learning experiences
- 3.3 liaise with relevant internal and external stakeholders and organisations
- 3.4 assist with and encourage involvement in community events

- 3.5 support students in relation to their pastoral and physical needs
- 3.6 act and communicate with discretion, confidentiality and professionalism
- 3.7 contribute to and promote the development, alignment, attainment, and review of the strategic goals for the Diocese of Toowoomba Catholic Schools (TCS)
- 3.8 complete other duties that are directed as needs change or grow if the duties are consistent with the purpose of this position and any relevant legal and/or industrial obligations

4.0 Statement of responsibility

While at work the role holder must

- take reasonable care for his or her own health and safety
- take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons
- comply, so far as the role holder is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with the *Work Health and Safety Act*
- cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.

5.0 Statement of duties

The information detailed above is an accurate reflection of this role. Attached to this role description is a **duties statement** that covers a selection of activities in which the incumbent might engage. The list is neither prescriptive nor exhaustive.

Duties Statement

School Officer: Community Liaison

3.1 Support and assist students, parents and caregivers to engage in education

- conduct home visits to provide information from teachers to parents
- referral to Indigenous service providers when required
- support engagement in parent/teacher meetings by organising travel and/or participating in meetings, as requested by the teaching staff
- coordinate with the Principal and teachers to organise meet and greet evenings and Family Week visits to the classrooms (considering timing and days of the week)
- support the transition of students from preschool to primary school
- facilitate an increase in attendance and/or notification of absences by families
- maintain contact with families of Indigenous students who are absent for consecutive days

3.2 Assist teachers with preparing, implementing and supervising learning programs and materials to support classroom learning experiences

- support students, individually or in small groups, to engage in academic tasks and specialised programs as directed by the teacher
- in consultation with the classroom teacher, design and set up daily programs
- provide specific literacy and numeracy support to students
- implement appropriate behaviour management strategies
- prepare, secure and charge digital resources (eg iPads) for students' use
- assist the teacher to prepare for lessons by preparing work samples, materials or setting up equipment for students, including cleaning and washing used resources
- complete administrative tasks as directed by the teacher, including assisting with the production of printed materials

3.3 Liaise with relevant internal and external stakeholders and organisations

- liaise with the Youth Support Officer (for students 8 years and older) to identify students and families in need of intervention and support access to networks of appropriate services
- liaise with community organisations and departments, and Indigenous Education Workers within the region
- liaise with school staff about the needs of Aboriginal and Torres Strait Islander students and families and cultural protocols
- provide Indigenous perspectives, within curriculum areas, to teaching staff
- liaise with the principal, teachers and/or Learning Support Teacher regarding student participation in learning activities and learning progress
- provide information to teachers and students on all local Indigenous groups and Australian wide Indigenous groups
- liaise with school staff on any changes that impact Aboriginal and Torres Strait Islander students at the school
- liaise with the Education Officer: Indigenous Support and other Toowoomba Catholic Schools Office staff members, as required
- use discretion and judgement in selecting appropriate service providers and community/government organisations to provide positive outcomes for Aboriginal and Torres Strait Islander students and their families

3.4 Assist with and encourage involvement in community events

- assist with engagement in community events such as NAIDOC Week, NAIDOC Mass, Catholic Education Week, promoting Indigenous events on assembly and Indigenous community initiatives

3.5 Support students in relation to their pastoral and physical needs

- provide guidance and pastoral care for Aboriginal and Torres Strait Islander students in co-operation with other support personnel in schools within the region
- in consultation with teaching staff, modify work tasks for students with individual needs
- provide basic first aid for non-urgent medical issues
- assist students with the changing of clothes that have been wet/soiled to ensure the comfort of the student

3.6 Act and communicate with discretion, confidentiality and professionalism

- maintain confidentiality of personal information at all times
- manage time and activities effectively in a busy work environment
- communicate effectively, tactfully and professionally, and act with discretion and sensitivity

3.7 Contribute to and promote the development, alignment, attainment and review of the strategic goals for the Diocese of Toowoomba Catholic Schools (TCS)

- contribute as a member of the school to achieve the strategies set out in the School Strategy and TCS Strategic Plan
- attend professional development as appropriate
- documents and report on the progress of initiatives in the TCS Strategic Plan as required

3.8 Complete other duties that are directed as needs change or grow, if the duties are consistent with the purpose of this position and any relevant legal and/or industrial obligations

- complete other duties, consistent with the duties and responsibilities of the position as directed by your supervisor, line manager/s or their nominated delegate