



Role Description

Title:	School Officer: First Nations Support	Location:	Warwick
Reports to:	Principal	Classification:	School Officer Level 3
School:	St Mary's School		

1.0 Purpose

The School Officer: First Nations Support encourages First Nations 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 in learning programs by working with students and providing Indigenous perspectives within curriculum areas, assisting with developing an awareness of cultural protocols and the needs of First Nations students and their families.

2.0 Experience and qualifications

Essential

- empathy with the values and ethos of the Catholic faith
- an understanding of and empathy for First Nations students and their families
- experience working within a classroom environment
- an understanding and empathy for students with learning 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

Desirable

- a Certificate III in Education Support
- 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 cultural 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: First Nations Support

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

- conduct home visits to provide information 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 or family
- support the transition of students from kindergarten to primary school to high school
- facilitate an increase in First Nations student attendance and notification of absences by families

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

- support students, individually or in small groups, to engage in academic tasks, individual goal setting, and specialised programs as directed by the teacher
- provide specific literacy and numeracy support to students
- implement appropriate behaviour management strategies

3.3 Liaise with relevant internal and external stakeholders and organisations

- liaise with the relevant support groups, including community organisations and departments to identify students and families in need of intervention, supporting access to networks of appropriate services
- liaise with school staff about cultural protocols and the needs of First Nations students and families
- 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 Australia-wide Indigenous groups
- liaise with school staff on any changes that impact First Nations students at the school
- in consultation with principals, use discretion and judgement in selecting appropriate service providers and community/government organisations to provide positive outcomes for First Nations students and their families
- liaise with St Mary's School, Warwick and Assumption College, Warwick, to create a new, combined, 'First Nations Committee', and attend meetings as a member
- understand and accept the contributions of others in a multi-disciplinary and collaborative environment to provide a highly competent and seamless service
- establish and maintain effective communication networks and work collaboratively with stakeholders

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 First Nations students in cooperation with other support personnel in schools within the region
- in consultation with teaching staff, modify work tasks for students with individual needs

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 College Strategy, School Strategy, and TCS Strategic Plan
- attend professional development as appropriate
- document and report on the progress of strategies and initiatives, 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

- the employer may direct an employee to carry out such duties as are reasonable within the limits of the employee's skill, competence and training; consistent with the classification structure within the current agreement
- any direction issued by the employer shall be consistent with the employer's responsibilities to provide a safe and healthy work environment