

# Role Description



Diocese of Toowoomba  
Catholic Schools

## Position details

<b>Title</b>	School Officer: First Nations Support
<b>Classification</b>	School Officer Level 4
<b>Agreement</b>	Catholic Employers Single Enterprise Collective Agreement Diocesan Schools Queensland 2023-2026
<b>Reports to</b>	Principal or delegate

## About Toowoomba Catholic Schools

Toowoomba Catholic Schools is a progressive and distinctive community of 32 schools and central office spread across Toowoomba, the Darling Downs and South-West Queensland. Our values of dignity, potential and life support a culture of high standards, hard work and life-giving relationships. Staff experience a strong sense of belonging, of being valued and being successful at what they do. It is through this commitment to uphold the dignity of all, nurture potential and enable full and flourishing lives, that we are distinctively Catholic communities.

## About the role

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

## Role responsibilities

Fulfil the accountabilities of the role in accordance with Toowoomba Catholic Schools purpose and objectives, as outlined below:

1. Apply discretion and sensitivity to support and assist students, parents and caregivers to engage in education including liaising with teachers regarding engagement, conducting home visits and organising travel.
2. Liaise with relevant support groups, including community organisations and departments to identify students and families in need of support.
3. Support positive outcomes for First Nations students and their families by applying discretion and judgement to recommend appropriate service providers and government agencies for referral.
4. Under general supervision, initiate, facilitate and conduct goal setting and parent meetings to support student engagement in a liberating education.
5. In accordance with school procedures and cultural protocols, maintain proactive contact with families of students who have consecutive absences and work through established strategies to improve attendance.
6. Liaise with school staff regarding cultural protocols and changes that may impact on the needs of First Nations students and families.
7. Develop and maintain First Nations specific networks, including participation in relevant committees.
8. Assist with the organisation of and encourage involvement in community events such as NAIDOC Week, NAIDOC Mass, Catholic Education Week, and First Nations community initiatives.

*We value*



Dignity



Potential



Life

Role Description  
Page 1 of 2

**Belief in a better world**

9. Provide First Nations perspectives to allow teaching staff to plan for and implement culturally appropriate work task modifications.
10. Provide pastoral care to First Nations students in collaboration with relevant school staff and external agencies.

## About you

To achieve in this role, you will be required to demonstrate the following:

### Eligibility criteria

#### Essential

- Current Queensland Working with Children Clearance (Blue Card) or ability to obtain prior to commencement as required in the Working with Children (Risk Management and Screening) Act 2000.

### Key success criteria

- Demonstrated empathy and understanding of the values and ethos of the Catholic faith.
- Displayed ability to apply sensitivity and tact to liaise with First Nations students and their families, school staff and external agencies to support engagement in educational activities.
- Proven experience in working effectively as a team member to achieve positive outcomes for First Nations students and their families.
- Evidenced ability to apply discretion and judgement to determine appropriate service providers and community agencies for students and their families to be referred.
- Demonstrated understanding of the educational environment to assist teaching staff in making culturally informed work task modifications.

## Responsibilities of all TCS staff

1. Support the values and Catholic ethos of the school.
2. Maintain personable and cooperative working relationships with colleagues and relevant stakeholders.
3. Engage in appropriate professional development opportunities to upskill knowledge and understanding related to the role.
4. Uphold the TCS Code of Conduct and all work health and safety requirements in accordance with policies and procedures.
5. Complete other duties that are directed by your employer as needs change or grow. All requested duties will be consistent with the purpose and classification of this position and any relevant legal and/or industrial obligations.