



**St Mary MacKillop College**  
CHOOSE LIFE WITH COURAGE

## Aboriginal Liaison Officer

<b>Location</b>	St Mary MacKillop College K - 12
<b>Accountability</b>	Principal
<b>Reporting to</b>	The Head of Catholic Identity & Mission
<b>Category</b>	Non Teaching Staff Enterprise Bargaining Agreement (EBA) 2014
<b>Qualifications</b>	Cert III or Cert IV ( or working towards) in Education Support highly desirable.

### PURPOSE OF THE POSITION

The Aboriginal Liaison Officer (ALO) will work directly with the Aboriginal students and their families at St Mary MacKillop College. The work of the ALO is directly focused on improving the access and engagement of Aboriginal students and their educational outcomes. The ALO will aim to provide a secure learning environment for the students and will provide a referral point for Aboriginal families and agencies within the region. It is vitally important that the ALO is able to support Aboriginal students in their school environment and work with all members of the community to ensure the successful education of Aboriginal students. The ALO will be a member of the College Pastoral Team. Collectively, this group takes a particular responsibility in overseeing the pastoral care and wellbeing of all students.

You will identify as an Aboriginal or Torres Strait Islander under Section 50(d) of the Western Australian Equal Opportunity Act.

### CORE RESPONSIBILITIES

#### Overview:

- Promote an inclusive education environment that provides additional support for Aboriginal students and their learning needs.
- Liaise with College staff so as to ensure the effective engagement of Aboriginal students and the integration of Aboriginal and Torres Strait Islander histories and cultures.
- Liaise with Aboriginal families and associated external agencies in the surrounding region so as to make meaningful connections and promote engagement.
- Provide leadership and act as a mentor for all Aboriginal students.
- Develop important working relationships with other key College personnel such as; College Leadership Team, Student Services Team, Teaching Staff, other Teacher Assistants, College Administrative Staff, students and families.

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## **Aboriginal Liaison Officer** continued

### **Student Learning:**

- Support Aboriginal students within the classroom, promoting their effective engagement in the teaching and learning process.
- Support Aboriginal students within the classroom providing pastoral care.
- Work collaboratively with the respective teachers so as to ensure the effective delivery of the outcomes as required in the curriculum.
- Identify options for supporting Aboriginal students.
- Act as a mentor and be available for consultation with Aboriginal students.
- Arrange tutoring and homework support for individual students as required.
- Ensure Curriculum Programs, Course Outlines and Assessment Schedules are prepared and communicated effectively to all students and their families.
- Liaise with the Coordinators of Learning Support, Vocational Education and Training, Careers Coordinator and the Deputy Principal - Learning & Teaching to maximise opportunities for all Aboriginal students.
- Liaise with the Principal and Deputy Principals with regard to the ongoing performance of Aboriginal students within respective courses.
- Provide cultural advice as required and arrange/participate in cultural awareness sessions for students and staff.
- Be aware of and advise on current Aboriginal Education Programs.
- Attend meetings and/or professional development as required by the Principal or delegate.

### **Family/Community Liaison:**

- Forge strong links amongst the Aboriginal students, their families and College staff.
- Inform relevant College staff of issues relating to Aboriginal students enrolled within the school.
- Liaise between College staff/families/students on such issues as attendance and transition from primary school to secondary school and secondary school to post-school pathways.
- Home visits to parents/guardians to convey information on issues such as school policies and procedures, curriculum issues, Aboriginal Parent activities, etc.
- Communicate with parents in regard to a student's course choices or other curriculum related issues, and attend Parent Information Evenings in an advisory capacity as deemed necessary.
- Represent the school within the community as required.
- Assist with the process of allocating the annual College Aboriginal Bursary.

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## **Aboriginal Liaison Officer** continued

### **Family/Community Liaison continued:**

- Engage with relevant agencies to promote the engagement of Aboriginal students within the College and wider community.
- Liaise with the Catholic Education Office and other agencies with regard to resources, curriculum materials and Aboriginal Education Programs.
- Promote the school within the Aboriginal community by informing about student successes, school programs and the values and qualities of the school.
- Develop a network of resource persons/guest speakers.
- Inform the Principal and College staff of current issues/trends within the Aboriginal community.
- Assist with relevant funding applications that may enhance meaningful opportunities for Aboriginal students.
- Represent the school, Aboriginal students and their families, and act as a liaison when dealing with other agencies and authorities within the community.
- Submit a report on the progress and achievements of Aboriginal students for the College Yearbook.

### **Integration of Aboriginal Perspectives within the College Community:**

- Assist with arranging appropriate activities for events of significance such as Reconciliation, NAIDOC, etc. and, where appropriate, involve local Elders.
- Assist with arranging guest presenters/role models to visit the school.
- Consult with other teachers within respective Learning Areas with regard to the selection of text books, learning support materials and resources that may assist the engagement and achievement of Aboriginal students.
- Assist the College Leadership Team (CLT) in ensuring that College staff are aware and respectful of relevant aspects of Aboriginal culture.
- Promote Aboriginal culture and assist the College community to be aware of culturally appropriate practices and procedures.

### **College Community:**

- Support the Principal, the Staff and the College Community in promoting and upholding the religious, social and educational values of the College.
- Contribute appropriately and actively support the implementation of the Annual Improvement Plan as part of the College's overall Strategic Plan.
- Fully participate in the life of the College and act as a positive role model for staff and students in this regard.
- Actively promote the engagement and achievements of the Aboriginal students within the College and explore new and exciting ways in which to develop further opportunities.

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## **Aboriginal Liaison Officer** continued

### **College Community:**

- Attend staff meetings, Parent Evenings and other College Functions as the Principal may require.
- Seek to attend appropriate and relevant network meetings and professional development opportunities as provided by CEWA or other such organisations.
- Prepare a written report each year for the Principal outlining student achievement, growth in cultural awareness and goals for the coming year.
- Undertake any other duties or responsibilities that may be assigned by the Principal.

### **Additional Role Components:**

All staff are required to:

- Actively contribute to the maintenance of the Catholic Ethos; through a manner of life and stated beliefs that are in keeping with the teachings of the Catholic Church.
- Ensure the underlying values of the College Mission are embedded within practice in the workplace.
- Take an active part in the co-curricular aspects of College life.
- Attend staff meetings, and/or other College functions as the Principal may require.
- Undertake any other duties or responsibilities that may be assigned by the Principal.

### **Work, Health and Safety**

Your responsibilities as an employee include:

Having a duty of care to ensure the safety, health and welfare of all staff, students, their parents, community members and other persons who are legally present on school premises, School premises include places away from a school campus such as a campsite or where school excursions may take place from time to time.

- Ensure an understanding and compliance of the College OHS policy.
- Create a culture of safety that precipitates the development, maintenance and promotion of a healthy working environment.
- Complying with, as far as practicable, all instructions given to you to ensure your own safety and health.
- Proper use of any personal protective clothing or equipment supplied to you.
- Not misusing or damaging any equipment you use.
- Prompt reporting of any hazards or incidents/accidents to your Leader including damaged college property.

### **Code of Conduct**

You are responsible for ensuring you act within the framework of the College's Code of Conduct.