

# Aboriginal Education Program Coordinator

## 1. POSITION IDENTIFICATION

<b>POSITION TITLE</b>	Aboriginal Education Program Coordinator
<b>REPORTS TO:</b>	Principal Deputy Principal for Students Head of Learning Diversity
<b>AWARD:</b>	WA Catholic School Teachers Enterprise Agreement 2023 (EA)
<b>CONDITIONS:</b>	1.0 FTE position The role has an approximate 0.5-0.6 time allowance for the coordinator role (to be negotiated with the successful applicant) and an approximate 0.4-0.5 teaching component
<b>REMUNERATION:</b>	Base Teacher salary

## 2. THE ROLE

As a prominent member of Mazenod College, it is expected at all times that the Teacher – Aboriginal Education Program Coordinator will embody the full Catholic philosophy and Oblate charism of the College, as well as demonstrating a high level of personal and professional qualities that would be expected of a Leader. Persons occupying this role must be suitably qualified and fully supportive of the College’s Mission. The Teacher – Aboriginal Liaison Officer is expected to be an exemplary professional role model to all members of the College community and should be seen as playing an integral part in the life of the College, committed to the total development of its students.

The major role of the Teacher – Aboriginal Education Program Coordinator will be to establish strong links between Aboriginal families, Aboriginal students, community organisations and school staff, and to oversee all aspects of the Aboriginal Education Program across the College. As a leader, the Teacher - Aboriginal Education Program Coordinator will apply their experience and expertise to provide direction and ongoing development to the College Aboriginal Education Program in Years 7 – 12 and assist in working with and developing other members of staff in this regard.

### 3. SPECIFIC DUTIES

The Teacher – Aboriginal Education Program Coordinator responsibilities include, but are not limited to the following key areas:

#### **Administrative – Program Coordination**

- Proactively communicate with the families of Aboriginal students to assist with providing an effective and positive learning environment
- Establish strong links between Aboriginal families, Aboriginal students, community organisations and school staff
- Take an active leadership role with the committee overseeing the maintenance and renewal of the College Reconciliation Action Plan
- Support the Director of Boarding in developing culturally appropriate pastoral programmes.
- Support the Head of Learning Diversity in working with the College community in implementing the CEWA Aboriginal Education Improvement Map.
- Proactively promote the Aboriginal Education Program to prospective parents, current parents, students, staff and the wider community
- Proactively advocate for and support Aboriginal students and Aboriginal families across the College
- Continue to foster important cultural aspects of the current Aboriginal Education Program eg Music, Dance, Diversity
- Engage with our Boarding community where possible most notably with the Aboriginal students who reside in the Boarding House
- Providing assistance (homework / study) to Aboriginal students in the Boarding community through regular weekday contact.
- Assist and support our Aboriginal students who reside in the Boarding House with their transition and care throughout their boarding experience
- Assist College staff with the development of teaching programs for individuals and small groups
- Support in the delivery of teaching programs to individuals and small groups
- Assist with supervisory duties of students as required
- Offer specific advice, support and expertise in the development and delivery of intervention programs
- Seek opportunities for Aboriginal students to be involved with College initiatives, programs and events
- Liaise directly with external providers and allied health services
- Provide cultural advice to College staff and College community as required
- Support Aboriginal students within the classroom setting
- Counsel Aboriginal students and liaise with key College staff on establishing positive learning and career pathways
- Suggest alternative supports for Aboriginal students in consultation with College staff
- Act as an exemplary role model for students
- Participate in school-based decision-making groups and participate in curriculum meetings where relevant
- Represent the College as required
- Coordinate and deliver cultural awareness sessions for students, staff and members of the wider community

#### **Administrative – Curriculum and Pastoral Care**

- Oversee the development, implementation and regular review of Aboriginal Education Plans for all Aboriginal students across the College
- Liaise with the Head of Learning Diversity as required to assist student learning and to establish particular Aboriginal Education Plans
- Assist in planning and teaching specialised or intervention programs
- Proactively liaise with the Careers/VET Coordinator with regard to Career pathways, Workplace Learning, Vocational Education and Training opportunities, and School-based Traineeships
- Proactively liaise with key staff with regards to the ongoing learning and progress of Aboriginal students across the College
- Proactively liaise with key staff with regards to the ongoing pastoral needs and pastoral care of Aboriginal students
- Regularly review Aboriginal resources across the College
- Provide advice (of a cultural nature) when assisting the development of teaching programs

*Learn what you are in the eyes of God.*

### **Administrative – College Community Liaison**

- Ensure involvement of local elders in special events
- Coordinate all aspects of activities for weeks of significance ie. Reconciliation, NAIDOC and celebrate significant events and assemblies
- Participate in cultural awareness programs for new staff
- Arrange guest speakers/role models to visit the school
- Attend Network Meetings and professional gatherings at CEWA and other relevant professional organisations
- Be a direct conduit between the College and families, regarding all aspects of their child's academic and pastoral needs and progress
- Where relevant, conduct home visits to parents, family or community members to convey information on issues such as school policies and procedures and to offer support and pastoral care
- Actively encourage and support involvement and participation of Aboriginal families within the College
- Promote the College within the wider community by communicating successes, achievements, and the positive qualities of the school

### **Administrative – Communication**

- Promote the Aboriginal Education Program at College Assemblies
- Recognise and celebrate student experiences and achievements in the College Newsletter
- Construct an annual Report for the College's Annual
- Develop reports, as required, for the College Newsletter, The Mazenodian and other social media
- Attend Enrolment Interviews where directed by the Principal
- Assist in the allocation of College Bursaries and Scholarships for Aboriginal students

### **Stewardship of Resources**

- The development, submission and monitoring of the Aboriginal Education Program budget (materials and expenses)
- Liaise with the Principal and the College Finance Officer regarding budgetary matters and the adherence to budget plans
- Ensure that all materials and consumables associated with the Aboriginal Education Program are adequately maintained
- Seek to be a steward of the environment in reducing the use of consumables across the Aboriginal Education Program

### **Additional Role Components**

All staff within the College 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 classroom
- Ensure that the Aboriginal Education program supports the improvement initiatives outlined in the College's Strategic Plan and School Improvement Plan
- Take an active part in the co-curricular aspects of College life
- Fully participate in the Liturgical life of the College and be a positive role model for staff and students
- Be willing to undertake formation programs with the De Mazenod Family Education Network as required by the College
- Complete the necessary professional learning associated with this role and the associated requirements for Accreditation for Teaching in a Catholic School
- Ensuring attendance at staff meetings, Parent Evenings and other College Functions as the Principal may require
- Undertaking any other duties or responsibilities that may be assigned by the Principal

## Team Contribution

- Ensure a friendly, helpful and professional demeanour at all times
- Demonstrate a high level of interpersonal skills
- Create positive and open communications to deliver the best possible outcomes
- Ensure systems and processes are optimised for efficiency and effectiveness whilst seeking ways to continually improve such systems and processes
- Demonstrate a flexible approach to the role by undertaking other tasks to support all of the above
- Support others and facilitate a team-orientated professional environment
- Demonstrate the ability to work independently and also within a team environment
- Demonstrate excellent time management and organisational skills, including the ability to meet deadlines
- Demonstrate the ability to work with a wide range of staff and have a demonstrated ability to build meaningful and professional relationships with students and families
- Utilise effective interpersonal skills and initiative when dealing with challenging situations
- Contribute to a positive and vibrant workplace

## 4. SELECTION CRITERIA

### Essential Criteria

- A strong commitment to the ethos of Catholic Education and a willingness to promote and support Catholic values as a member of the Mazenod College Community
- Demonstrated experience and performance in a similar or related role within a school environment or similar

On appointment, the successful applicant will be required to:

- Be currently and fully registered with the Teacher Registration Board of Western Australia (TRBWA)
- Have a current Working with Children Check (WWC)
- Undergo Mandatory Reporting Training
- Undergo Staff Code of Conduct Training
- Acquire and/or maintain relevant Accreditation requirements as a Teacher in a Catholic School

### Desirable Criteria

- Have a proven ability to work in a collaborative environment as a member of a team
- Be able to demonstrate a high level of competence in utilising interpersonal skills
- Be able to assist with the development of community amongst staff, students and parents
- Have a proven ability to work in a highly organised manner, including adherence to deadlines and a knowledge of College policies and procedures
- Have demonstrated an ongoing commitment to enhancing student development
- Have demonstrated co-curricular involvement and a capacity to relate easily and professionally with students
- Have demonstrated the ability to demonstrate initiative, drive and a strong sense of professionalism
- Be self-directed and highly motivated

### Special Conditions

- Some flexibility of hours may be required to facilitate effective input and involvement in the full scope of this position. This may require the incumbent to attend a range of meetings and particular College events.