



## ***Aboriginal Education Coordinator***

We are currently seeking an Aboriginal Education Coordinator in a full time capacity.

The role aims to support Aboriginal and Torres Strait Islander students in their education and to enhance the partnership between families of Aboriginal and Torres Strait Islander students and the College.

### ***'Inspiring Minds, Hearts & Spirits'***

Red Bend Catholic College Forbes, located in a peaceful rural setting with state of the art facilities, is seeking dynamic staff who will Inspire Minds, Hearts and Spirits. If you are passionate about making a difference in the lives of students, then we encourage you to join our Catholic Marist community.

Applications close Friday 26 May 2023

For more information visit [www.redbendcc.nsw.edu.au](http://www.redbendcc.nsw.edu.au) or email [employment@redbendcc.nsw.edu.au](mailto:employment@redbendcc.nsw.edu.au)

## **How to apply**

Applicants should forward a written application addressing the selection criteria, accompanied by a personal and professional resume, giving details of background and experience to the Principal.

Please download and complete the application form from [www.redbendcc.nsw.edu.au/](http://www.redbendcc.nsw.edu.au/) employment and return this with your application, including any relevant documentation.

Please apply by email to **[employment@redbendcc.nsw.edu.au](mailto:employment@redbendcc.nsw.edu.au)**

**Applications close Friday 26 May 2023.**

## **Selection Criteria**

- Demonstrated willingness to support the Catholic Ethos of the College and its Marist Charism
- Must be of Aboriginal or Torres Strait Islander descent
- The ability to foster and maintain Aboriginal and Torres Strait Islander Spirituality
- The ability to build positive and trusting relationships with students and staff in order to advocate for the needs of Aboriginal and Torres Strait Islanders students and their families.
- The ability to work alongside school leadership to build the cultural capacity of the school community.
- The ability to maintain strong quality partnerships with the local Aboriginal and Torres Strait Islander community and service providers.
- Preparedness to work with small groups of children and willingness to work alongside teachers in the classroom.
- Ability to work independently and in a team environment
- Ability to work flexible hours when required to help support students in the boarding school
- Strong communication and organisational skills
- Have a preparedness to follow the College administrative policies and procedures
- Previous experience in a similar role would be an advantage
- A current First Aid Certificate would be an advantage
- Working with Children Check will be required for the preferred candidate

## **Privacy**

Red Bend Catholic College, as part of the recruitment process, will be collecting information about you. This information will be included in the recruitment file, and will be read by Administration and Executive Staff, and members of the interviewing panel.

## **Equal Employment Opportunity**

The College aims to ensure fair, equitable and non-discriminatory consideration for all applicants, regardless of sex, ethnic or racial origin, or physical disability.

# Aboriginal Education Coordinator

## - POSITION DESCRIPTION

<b>Position Title:</b>	Aboriginal Education Coordinator
<b>Reports to:</b>	Principal through the Director of Students
<b>Location:</b>	Red Bend Catholic College, Forbes NSW
<b>Enterprise Agreement:</b>	NSW Catholic Independent Schools (Support Staff – Model C) Multi-Enterprise Agreement 2020

### ROLE PURPOSE

The role aims to support Aboriginal and Torres Strait Islander students with a range of cultural and educational programs, enhance the partnership between families of Aboriginal and/or students and their school and support teachers and school staff in matters relating to Aboriginal and Torres Strait Islander education.

In carrying out his/her duties, the Aboriginal Education Coordinator is expected to apply the highest standards of professional conduct, and to collaborate with colleagues in working to achieve the vision and goals of the College. This involves being a positive role model for all students.

### ROLE ACCOUNTABILITY

#### Support the Wellbeing of Aboriginal and Torres Strait Islander Students by :

- Overseeing the wellbeing of Aboriginal and Torres Strait Islander in the College community and referring issues of concern to appropriate persons
- Provide support for Aboriginal and Torres Strait Islander students in consultation with the classroom teachers, pastoral care teachers, Faculty Coordinators, House Coordinators, Learning Support Faculty, the boarding and parent community
- Liaise with House Coordinators to assist in providing Pastoral Care support
- Liaise with the Health Centre Nurse to monitor health issues for individual students
- Support Aboriginal and Torres Strait Islander students with behaviour management strategies
- Support Aboriginal and Torres Strait Islander students with further developing their own cultural understanding
- Support Aboriginal and Torres Strait Islander students at critical transition points for education and post school options
- Foster partnerships between the College and Aboriginal and Torres Strait Islander families
- Share sensitive family knowledge with key school personnel with appropriate confidentiality
- Chair the College Aboriginal and Torres Strait Islander Committee
- Attend relevant meetings as required - e.g. House Meetings, parent meetings, Learning Support Department, AECG

#### Support Learning outcomes of Aboriginal and Torres Strait Islander Students

- Providing support to Aboriginal and/or students in the context of classroom learning, working with individuals and small groups of students.
- Support students in specific literacy and numeracy intervention processes

- Share knowledge of Aboriginal and Torres Strait Islander ways of learning with teachers
- Support the implementation of Personalised Learning Plans for Aboriginal and Torres Strait Islander Students
- Liaise with the Learning Support Department to identify students in need of access to individualised tutorial instruction

#### **Supporting the development of cultural knowledge for all students**

- Engage in activities that acknowledge cultural identity and respect for Aboriginal peoples and communities
- Support the implementation of school cultural activities, programs and celebrations
- Support the implementation of learning and teaching initiatives that support the Aboriginal and Torres Strait Islander cross-curriculum of the syllabus documents
- Share knowledge of culture within appropriate cultural protocols
- Actively promote Aboriginal and Torres Strait Islander culture and the celebration of and participation in Aboriginal and Torres Strait Islander Days of significance
- Support teachers in the implementation of Aboriginal and Torres Strait Islander cultural perspectives in learning and teaching programs

#### **Other Roles that may be required in the position**

- Assist the Director of Boarding, Director of Business and Operations, Careers Advisor where appropriate with students applying for ABSTUDY, Sporting Grants, Tertiary Scholarships, etc
- Liaise with representatives from DEEWR, DEC, AECG and other Aboriginal Agencies
- Provide advice to teachers on culturally appropriate resources – educational, environmental and pastoral

#### **LENGTH OF TENURE**

The Aboriginal Education Coordinator is appointed for a period of three years and this is renewable on the completion of a successful Performance Appraisal for a period of a further three years. This position is then re-advertised after this period.

#### **VARIABLE DUTIES/HOURS:**

The nature of the position is such that the Aboriginal Education Coordinator is required to be available outside the “normal” office / College hours to fully participate in the total life of the College and to attend meetings and presentations whenever necessary, and to represent the Principal, on occasions, in some forums.