



**POSITION DESCRIPTION**  
**XAVIER CATHOLIC COLLEGE**  
**INDIGENOUS STUDENT SUPPORT COORDINATOR**

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**Employee Assisting Student Learning Stream**

**Level 4**

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**QUALIFICATIONS:** Tertiary qualifications at Certificate level or equivalent qualifications relevant to the position may be required or such knowledge, qualifications and experience that are deemed by the employer as necessary to successfully carry out the duties of the position.

**CHARACTERISTICS:** The employee in this position is required to demonstrate competency involving the application of knowledge with depth in some areas and a broad range of skills. There is a wide variety of tasks and roles in a variety of contexts, where there is complexity in the ranges and choice of actions required. Competencies are within a variety of routines, methods and procedures. Discretion and judgement are required for self and/or others in planning, selection of equipment, work organisation, services, actions and achieving outcomes within time constraints.

Work is performed under general supervision. Progress and outcomes sought are under general guidance.

An employee in this position may have responsibility for the work and organisation of others in limited areas. The work of others may be supervised, teams may be guided or facilitated. Training of subordinate staff may be required.

**PURPOSE STATEMENT:** This position provides culturally appropriate and general support to Aboriginal and Torres Strait Islander students, their families and their community to assist them to fully engage in the education offerings and opportunities of the College.

**TYPICAL DUTIES/SKILLS:**

Typical duties performed include, but not limited to:

- Provide culturally appropriate and education support to Aboriginal and Torres Strait Islander students of the College.
- Support the well-being and academic futures for Indigenous students in the College from enrolment to graduation, assisting each student with a future pathway and support linked with community organisations.
- Participate in the development of activities, in and out of College, likely to enhance the involvement in education of Aboriginal and Torres Strait Islander students.
- Undertake programs of support to meet the needs of the College in encouraging the educational participation of Aboriginal and Torres Strait Islander students.

- Carry out liaison between the school, the student and the student's family where discretion and judgement are required in relation to planning, actions and achieving outcomes.
- Establish and maintain links with out of school sources of information and support services (e.g. Health Checks, PCYC and tertiary providers)
- Gather information for QATSIF applications and scholarships and disseminate information regarding opportunities for the College's Aboriginal and Torres Strait Islander students.
- Provide advice and information within the College concerning the Aboriginal and Torres Strait Islander social and cultural protocols to meet the needs of the College and the community.
- Working alongside classroom teachers, provide individual support, case management and, where appropriate, groups support to Aboriginal and Torres Strait Islander students to maximise their engagement with education and training.
- Monitor attendance patterns of students or groups of students and, in accordance with the College's attendance plan, implement early intervention strategies.
- Liaise between the school, the Aboriginal and Torres Strait Islander student and the student's family in relation to educational and other issues to improve school engagement and attendance.
- Conduct home visits with Aboriginal and Torres Strait Islander students and their families, as appropriate, to discuss actions for a more positive educational experience.
- Provide sessions to inform and educate parents and community members and students on relevant issues that may be impacting student engagement.
- Assist in coordinating Aboriginal and Torres Strait Islander parent groups.
- Experience working within budgets and allocating resources accordingly.

#### **AUTHORITY LIMIT:**

Full Authority is delegated from the principal to produce the desired outcomes.

Expenditure of funds connected with the position is under the control of the Principal in conjunctions with the Leadership Team

#### **REPORTING AND OTHER RELATIONSHIPS:**

The role holder is responsible to, and reports on, all aspects of the role to the Principal. Relationships of significance exist with other teachers, specialists, specialist staff and volunteers.