



## POSITION DESCRIPTION

**POSITION:** School Based Indigenous Education Liaison Officers **STATUS:** Term Time  
**REPORTS TO:** Principal or Principal's Nominee **DATE:**  
**CLASSIFICATION:** SO Level 4

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### **Purpose of Position:**

Under the general supervision of the Principal or nominee provide high level support services to Indigenous students, families/guardians and school staff which facilitates the process by which students develop the skills necessary to participate fully in society and to determine their own futures.

### **Key Characteristics:**

#### **Skills:**

- Demonstrates tolerance, maturity, patience and a capacity for self organisation and the ability to respond and adapt whilst operating in an environment which is often demanding and busy.
- Facilitate effective communication with staff, students, parents and visitors in a way that enhances and contributes to the goals of Catholic Education.
- Demonstrate a capacity for tact and discretion and an ability to maintain confidentiality.
- Apply knowledge with depth in some areas & a broad range of skills.
- There is a wide variety of tasks and roles in a variety of contexts.
- There is complexity in the ranges and choice of actions required.
- Competencies are normally used independently and both routinely and non-routinely.
- Discretion and judgment are required in planning and selecting appropriate equipment, service techniques and work organisation for self and/or others.

#### **Supervision:**

- Work will be carried out under general supervision and/or broad guidance depending on function.
- Progress and outcomes sought are under general guidance.
- May involve a level of autonomy in accordance with a broad plan or budget strategy.

#### **Supervision of Others:**

### **Qualifications:**

- Tertiary qualifications at Certificate level or equivalent knowledge, qualifications and experience relevant to the position may be required

### **Requirement:**

- C class car licence
- Bluecard

### **Typical Duties:**

Typical duties performed include, but are not limited to:

- Practice confidentiality and professionalism in relation to all aspects of the role.
- Carry out liaison, between the school, the student and the student's family and the broader community. Discretion and judgment are required in relation to planning action and achieving outcomes.
- Within a variety of routines, methods and procedures provide assistance in the enrolment, family liaison and placement of Aboriginal and Torres Strait Islander students.
- Encourage Aboriginal and Torres Strait Islander students and parents to become active participants in their school community.
- Provide opportunity for school staff to develop an understanding of Aboriginal culture and Torres Strait Islander culture and the learning needs of Aboriginal and Torres Strait Islander students.
- Provide guidance and pastoral care for Aboriginal and Torres Strait Islander students in co-operation with other support personnel within the school.
- Use discretion and judgment in selecting appropriate service providers and community/government organisations to provide positive outcomes for Aboriginal and Torres Strait Islander students and their families.
- Monitor and provide guidance and support where needed.

### **Specifics Duties:**

- Build and maintain positive relationships and partnerships with students, families, school staff and the broader community
- Encourage and support Aboriginal and Torres Strait Islander students and families to become active participants in the life of the school community
- Liaise between school, student and student's family and professional personnel within and outside the school environment, especially the Aboriginal and Torres Strait Islander community, using discretion and judgment as required in planning actions and achieving outcomes
- Discuss with school personnel, individually and/or at staff meetings, the needs of Aboriginal and Torres Strait Islander students and families
- Support parents/guardians to participate in parent/teacher interviews and/or conduct home visits, to assist in communicating between home and school.
- Liaise with key stakeholders in relation to provision and availability of support for Aboriginal and Torres Strait Islander students and their families
- Meet with principals, teachers, learning support teachers and other relevant personnel regarding student learning progress and provide appropriate input to planning.
- Participate in appropriate inservice and professional development to maintain up to date knowledge, skills and abilities in all areas impacting on Indigenous Education as a whole.
- Delivery of relevant quality professional development activities
- Ensure school is informed of any changes that impact on Aboriginal and Torres Strait Islander students
- Organise and arrange as required for school and student participation in events.
- Provide a written report of activities to the Diocesan Indigenous Education Co-coordinator.
- Work proactively and autonomously to achieve outcomes
- Work as part of a culturally inclusive team that promotes a collaborative and consultative approach enhancing an environment of accountability and mutual respect
- Provide a high level of support in the delivery and implementation of relevant Government Aboriginal and Torres Strait Islander Education initiatives