



POSITION DESCRIPTION

Position:	Indigenous Education Coordinator	Location:	CEO Rockhampton
Reports to:	Assistant Director: Teaching and Learning	Date:	January 2019
Classification:	CEO Scale	Status:	Full-time
Employee Name:			

Mission

The mission of Catholic Education Office is to accept a call from God to serve the educational communities of the Diocese of Rockhampton.

Organisational environment

Catholic Education, Diocese of Rockhampton is one of five Diocesan Education Authorities throughout Queensland. The Diocese stretches from Bundaberg in the South to Mackay in the North and West to Longreach and beyond to the Northern Territory border. Schools and colleges provided by the Catholic Education Office are organised into four geographic regions. In each region these schools are supported by an Assistant Director. Schools through whom communication between the principal and the local school community, on the one hand, and the Catholic Education Office (CEO), on the other hand, are maintained.

Each Catholic school is self-managing, but not self-governing. Each Catholic school operates according to the mandate of the Diocesan Church, and its leader, the Bishop of the Diocese. The Bishop delegates responsibility for the provision of Catholic Education to the Director of Catholic Education.

The CEO covers three areas of Ministry; Catholic schools, Adult Faith Education and Formation and Religious Education in state schools.

Purpose of the position

The Diocesan Indigenous Education Co-ordinator is to provide quality service to educational communities in the Diocese of Rockhampton by:

- providing leadership and facilitate best practice to ensure the use of strategic planning and contemporary and effective education strategies in Aboriginal and Torres Strait Islander Education
- facilitating high quality education programs through the implementation of policies, curriculum and strategies that encourage the success of Aboriginal and Torres Strait Islander learners in our schools

- developing an understanding of Aboriginal and Torres Strait Islander histories, cultures and spiritualities for all learners
- enhancing effective teaching and learning practices and wellbeing outcomes for Aboriginal and Torres Strait Islander students and to further develop the cultural competency of all staff through the facilitation of professional learning
- actively encouraging programs that build understanding and awareness of Aboriginal and Torres Strait Islander cultures as a valued part of our community where Indigenous peoples are valued and contribute as active participants of our faith community.
- coordinating the Indigenous Education Support Team to actively promote, through strategic planning, community liaison and networking and the provision of programs and structures within Catholic Education in this Diocese which empower Aboriginal and Torres Islander peoples within our learning communities.

Reports directly to the Assistant Director – Teaching and Learning and works in close collaboration with all personnel within Catholic Education.

Key Duties

The duties of the Indigenous Education Coordinator include:

- Facilitate planning to create strategies and pathways that support the positive development of priority areas in Indigenous Education.
- Design and lead professional development on current curriculum strategies and appropriate pedagogies that align with current curriculum requirements to support the diverse range of Aboriginal learners and Torres Strait Islander learners.
- Consult with schools, colleges and other personnel to facilitate the implementation of best practice for teaching strategies that assist Aboriginal and Torres Strait Islander learners.
- Assist teachers with resourcing, preparing and presenting material in all curriculum areas relating to the Australian Curriculum Cross Curriculum Priority Aboriginal and Torres Strait Islander histories and culture.
- Facilitate links in relation to Vocational Education and Training and higher education to increase employment of Aboriginal and Torres Strait Islander students as they transition from school to work.
- Facilitate the involvement of Aboriginal and Torres Strait Islander students in Leadership and extension programs.
- Facilitate links and access to higher education and training to build Aboriginal and Torres Strait Islander workforce capacity through increased employment and professional development of Aboriginal people and Torres Strait Islander people.
- Consult with school and colleges and other personnel to develop strategies to improve the engagement, achievement and wellbeing of Aboriginal and Torres Strait Islander students.
- Design and lead professional development for all staff in schools in areas such as cultural awareness, histories and cultures and to incorporate the spirit of Reconciliation in all aspects of educational activities.
- Support schools to develop and implement Reconciliation Action Plans.

- Develop strategies that affirm the knowledge and wisdom of Aboriginal and Torres Strait Islander people and encourage their contribution and participation in contemporary Catholic educational and learning community activities.
- Monitor the provision and direction of professional development and role implementation of Aboriginal and Torres Strait Islander personnel.
- Coordinate the line management of the Indigenous Education team including recruitment, induction, probation, goal setting, review and end of contract renewal processes.
- Provide support to Indigenous Education Liaison Officers through provision of professional development.
- Facilitate and assist schools in the staffing of suitably qualified personnel for the education of Aboriginal and Torres Strait Islander students
- Develop and maintain networks within and beyond Catholic Education with individuals and groups supporting the education of Aboriginal and Torres Strait Islander students
- Advise and report at a Diocesan and QCEC level in relation to National “Closing the Gap” targets for Indigenous Education
- Perform other duties as required by the Assistant Director: Teaching and Learning

Authority limits

- Full authority is delegated to the role holder from the Director to produce the desired outcomes.
- There is no authority to commit funds.

Reporting and other relationships

The: Indigenous Education Coordinator

- Reports to the Assistant Director: Teaching and Learning.
- Significant relationships exist with CEO Leadership Team and other staff members of Catholic Education Office, principals and school leadership team members.

Workplace Health and Safety responsibilities

Each staff member is responsible for ensuring his/her health and safety by:

- complying with health and safety instructions;
- taking action to avoid, eliminate or minimise hazards;
- making proper use of personal protective equipment;
- not wilfully placing at risk the health and safety of own self and others;
- seeking information and advice when necessary; and
- being familiar with hazard/accident/reporting and emergency evacuation procedures.

(Workplace Health and Safety Act, Qld)