

Job description

Agency	Department of Education	Work unit	Shepherdson College
Job title	Home Liaison Officer	Designation	Administrative Officer 4 96%
Job type	Full Time	Duration	Ongoing commencing 10/04/2021
Salary	\$68,247 - \$78,347	Location	Elcho Isl-Galiwinku
Position number	7053	RTF	207046
Closing	28/02/2021		
Contact	Joe Hewett on 08 8987 9044 or joe.hewett@ntschoools.net		
About the agency	www.education.nt.gov.au		
Apply online	https://jobs.nt.gov.au/Home/JobDetails?rtfId=207046		

Information for applicants

Applications must be limited to a one-page summary sheet and detailed resume.

The NTPS values diversity and aims for a workforce that represents the community. The NTPS encourages people from all diversity groups to apply for vacancies. For more information about applying for this position and the merit process, go to the [OCPE website](#).

Under the agency's Special Measures Recruitment Plan eligible Aboriginal and Torres Strait Islander (Aboriginal) applicants will be granted priority consideration for this vacancy. For more information on Special Measures, go to the [OCPE website](#).

Primary objective:

To act as a role model and advisor for Indigenous students and to work with all students, staff, school community members and appropriate agencies to assist cultural understanding and awareness in conjunction with literacy, numeracy and attendance outcomes.

Context statement:

Shepherdson College is situated on Elcho Island in the remote community of Galiwin'ku in Arnhem Land, 550 km north east of Darwin and 150 km west of Nhulunbuy. The current population of Galiwin'ku is approximately 2500 with a total enrolment at Shepherdson College of about 600 students from pre-school through to senior secondary. Shepherdson College also facilitates programs for students aged 0-3, through the Families as First Teachers (FaFT) and has actively supported adult education across the community. Shepherdson College has a bilingual program acknowledging the community's first language and culture which supports the school's priority of developing literacy. The school is committed to school wide guided reading and independent reading using benchmarking in both languages.

Key duties and responsibilities:

1. Plan, provide and implement cultural education programs and activities for all students in line with the whole School Buku Manapan curriculum.
2. Liaise, assist and support the establishment of sustainable relationships between families, students, community groups and the school.
3. Represent and promote the school at community forums.
4. Contribute to the development and implementation of a strategic vision and plan for the school.
5. Work in partnership with classroom teachers to provide support for students to improve literacy and numeracy outcomes and overall attendance.
6. Assist and support the Principal and Leadership team with the development of a harmonious school environment that is culturally responsive and works to actively engage and empower students and their families.
7. Provide administrative and professional support services in keeping with the primary objective of the position

Selection criteria:

Essential:

1. Suitable knowledge, qualifications, experience, skills and potential to assist in the implementation of programs that raise awareness and understanding of the Indigenous culture.
2. Demonstrated ability to work individually and collaboratively to assist in the planning, coordination and implementation of strategies and programs to improve the literacy, numeracy and wellbeing of students.
3. Ability to work effectively with people from diverse cultures.
4. Reading, writing, translation and interpretation skills between Yolngu Matha and English
5. Current Working with Children Clearance Notice (Ochre Card).

Further information:

This section is optional. It can include any further information that is relevant to the vacancy; for example, criminal history checks, flexibility in starting dates, requirements for travel, etc.

Approved: February 2021

Joe Hewett, Principal, Shepherdson College