
DATE: October 2023

ROLE: **Aboriginal Education Officer (AEO)**

RESPONSIBLE TO: The School Principal

ACCOUNTABLE TO: The Education Officer: Leader of Aboriginal Education

** Within the context of this document the word Aboriginal encompasses both Aboriginal and Torres Strait Islander peoples.*

PURPOSE OF THE ROLE

- A. To act as an intermediary and contact person for Aboriginal students and families within the school and school system
- B. To assist the teaching staff in achieving targets and meeting outcomes outlined in school and diocesan strategic plans in response to the Aboriginal & Torres Strait Islander National Education Strategy (2015) to accelerate improvements in educational outcomes for Aboriginal students and young people
- C. To support schools in ensuring that the curriculum is culturally inclusive across all Key Learning Areas (KLAs)
- D. To assist the Principal and School Executive by providing support for Aboriginal families to resolve student pastoral care issues
- E. To provide encouragement and emotional support for Aboriginal students.

KEY AREAS OF ACCOUNTABILITY

1. Engagement and Connections

- 1.1 Work with the class teacher to involve Aboriginal families in the development of Personalised Learning Plans (PLPs) for Aboriginal students
- 1.2 Liaise with all Aboriginal families, welcome new Aboriginal families to the school and support them in their transition to the school community and learning environment
- 1.3 Liaise with members of the Aboriginal community to establish a collective commitment to hold high expectations for Aboriginal students and young people
- 1.4 Liaise with Aboriginal and other community agencies
- 1.5 Work with all students to promote Aboriginal culture

2. Literacy and Numeracy

- 2.1 Assist with literacy and/or numeracy remediation and/or extension programs for Aboriginal students and other students if deemed suitable eg group remediation/extension
- 2.2 Work with Aboriginal students in class and through withdrawal on both literacy and numeracy to improve and/or excel

- 2.3 Work with teachers to target different areas of literacy and numeracy to meet individual needs and improve outcomes for Aboriginal students
- 2.4 Work with teachers to support Aboriginal students with exams, class work and assessment tasks as required

3. Attendance

- 3.1 Assist with attendance, progression, transition and career choices for Aboriginal students

4. Leadership, Quality Teaching and Workforce Development

- 4.1 Communicate regularly with the relevant teachers and the supervising teachers and/or executive
- 4.2 Highlight Aboriginal education issues within the school community
- 4.3 While all Aboriginal Education Officers are expected to have and follow a timetable, there may be times when some flexibility is required in dealing with student and/or family issues
- 4.4 The relative weightings of each of the above mentioned duties may vary from school to school
- 4.5 Perform any other duties associated with the general role to ensure a full workload

5. Undertake other duties as directed from time to time

The Employer reserves the right to vary this position description in response to its changing needs.

SELECTION CRITERIA

Please ensure the following criteria are addressed in your application.

- Provide confirmation of Aboriginal and/or Torres Strait Islander heritage.
- Demonstrate understanding of and sincere commitment to the aims and philosophy of Catholic Education, including the values of social justice, equity and reconciliation.
- Demonstrate an appropriate level of skill in literacy and numeracy especially as it relates to assisting students.
- Demonstrate your ability to work as part of a team to cater for the needs of Aboriginal & Torres Strait Islander students.
- Demonstrate your ability to work with families and community, especially in challenging situations.
- Demonstrate your knowledge of educational issues that affect Aboriginal & Torres Strait Islander students.
- Demonstrate links with the local Aboriginal community.
- Demonstrate your ability to promote and celebrate Aboriginal & Torres Strait Islander traditions and culture within the whole school.