

POSITION DESCRIPTION

POSITION TITLE:	First Nations Liaison Officer
SECTION:	Wellbeing, Good Counsel College
REPORTS TO:	Assistant Principal, Wellbeing
CLASSIFICATION:	Remuneration in accordance with the <i>Catholic Employing Authorities Single Enterprise Collective Agreement – Diocesan Schools of Queensland</i> SOF Level 3
AUTHORISATION:	Executive Director

Catholic Education – Diocese of Cairns

Catholic Education - Diocese of Cairns (CEDC) is a dynamic and growing organisation that is actively inviting schools to co-create with us, schools that are places of rich learning for now and into the 22nd Century.

Our vision is to offer every student in every school a world class education enriched by their lived encounter with the Catholic Faith.

CEDC is committed to this vision through Co-Leadership with schools to build communities of learning that provide a safe, nurturing and academically challenging environment. Our schools are places where we create opportunities for every student and every staff member so that they are inspired to contribute to our society, innovate, explore possibilities, and achieve excellence.

CEDC embraces thirty (30) schools including twenty (20) primary schools, two (2) Prep to Year 12 colleges and eight (8) secondary colleges. One of these colleges is a Special Assistance College with campuses in Cairns, Cooktown, and Edmonton. This community also includes Catholic Education Services located in Cairns itself. Over the next five years there are two new schools planned.

All schools and colleges, except three, are within a two-hour drive of Cairns. Cooktown, Waibeni Island (Thursday Island) and Weipa are accessed by daily flights and located in some of the most beautiful parts of the country. In total, there are 11 500 students and 1500 staff.

Leadership and strategic management is the responsibility of the Executive Director of CEDC. Through a team of professionals, and in Co-Leadership with principals, the Executive Director manages and facilitates a number of significant delegations which include:

- Support of the mission of the Church as delivered through Catholic Education
- Support of schools by providing services that strengthen school capacity
- Provision of leadership and forward planning to develop organisational capability
- Distribution to schools of government allocated funds and their accountability
- Monitoring quality of schools and compliance/accountability with requirements of governments, Church, and parents
- Within limits, provision of some centralised, specialised student services, where this is the most effective and efficient approach

Our staff are supported to experience success and satisfaction in their vital role.

The Cassowary Coast offers many lifestyle opportunities that can be found in few other places. Not just the home of the cassowary, the region is surrounded by World Heritage listed areas including the Great Barrier Reef and the Daintree Rainforest and majestic beaches and creeks. It also has an international airport in the nearby

City of Cairns. It is the gateway to our Asian neighbours with direct flights to China, Japan and Singapore as well as having direct flights to all the east coast capital cities, Darwin, and Queensland's Sunshine and Gold Coasts.

Purpose Of The Role

The role and responsibilities of the First Nations Liaison Officer is primarily one of communication and liaison between diocesan schools, Catholic Education Services and local First Nations people, communities and agencies to increase student engagement and outcomes for First Nations students.

The position has a strong cultural focus that extends to advice and action on broad issues, including the enrichment of cultural awareness within the schools.

First Nations Liaison Officers develop, promote and maintain communication networks between First Nations students, the parents or guardians, the community and the school. First Nations Liaison Officers play a key role in providing knowledge and understanding of First Nations histories, languages and cultures within schools. This understanding promotes respect and harmony. This role is conducted in collaboration with school staff and the school principal.

The First Nations Liaison Officer is part of the school team and supported by the First Nations Education team. It is envisioned that all students will have equitable access to our Catholic school communities so that they may be supported to reach their full potential in development of not only their physical wellbeing but also their educational and faith journey.

Role Specific Duties

- Establishing and expanding links with First Nations communities and school communities
- Facilitating and maintaining communication between stakeholders such as school staff, community and others to increase student engagement and educational outcomes
- Supporting First Nations parents through regular contact and liaison between Catholic Education Services and local school administrations
- Developing networks of agencies which can assist schools to meet the holistic needs of First Nations learners (education, health, justice, family support etc), being a reference point for the school to access these services
- Provide support and advice to teachers to enhance student engagement of First Nations students
- Enrich cultural awareness within the college (for both staff and students) by providing assistance with planning and fulfilling opportunities within the following areas:
 - Celebrations, community involvement and professional relationships
 - Stay current with significant cultural days and coordinate the celebration of such events, including Reconciliation Week
- Assist First Nations students to engage in learning and assessment as directed by the classroom teacher
- Attend Diverse Learning and PLP meetings in order to case manage and create support plans for First Nations students



Essential Duties and Responsibilities

Duties may include, but are not limited to:

- Assist student learning, either individually or in groups, where some discretion and judgement are involved in evaluating and assessing (under the supervision of an academic staff member(s)) the learning needs of students
- Within routines, methods and procedures, carry out liaison between the school, the student and the student's family where some discretion and judgement are involved
- Under direct and/or routine supervision, perform tasks of limited complexity, associated with classroom learning experiences, such as assisting teachers in preparing, implementing and supervising learning programs
- Maintain appropriate behaviours when engaging with children
- Support students in relation to their physical needs where some discretion and judgement are involved
- Attending team meetings as required and supporting collegial learning by sharing learnings with colleagues
- Undertaking ongoing professional development to learn and apply new knowledge and skills that improve the educational outcomes of students
- Playground supervision
- Other appropriate tasks as directed/requested by the principal

Genuine Occupational Requirements

- Identify as a First Nations person.
- Accountable and responsible for ensuring professional behaviour.
- Ability to cope with own emotions and behaviour effectively.
- Ability to comply with legislation and professional regulations to reduce the risk of harm to self and others.
- Ability to maintain an appropriate level of confidentiality.
- Ability to communicate in English both verbally and in writing to meet necessary standards with respect to clarity, accuracy and professionalism appropriate to the position.
- Ability to locate appropriate and relevant information from multiple sources and convey, integrate and implement knowledge in practice.
- Ability to prioritise workloads and manage multiple tasks with competing timelines.
- Ability to accept responsibility for own work.
- Facilitate the prevention of child harm by recognising and responding appropriately.
- Intermediate to advanced skills in Microsoft Office applications necessary to demonstrate the required range of skills and tasks.
- Competent use of digital technologies necessary to demonstrate the required range of skills and tasks.

Physical requirements of the position

- Work is normally performed in a typical interior office and/or classroom environment.
- Manoeuvring within the office/school environment appropriate to the position.
- Frequent use of telecommunication and electronic equipment.



Mandatory Qualifications and Requirements

- Unless an exemption applies all staff are required to hold a current Working with Children Blue Card or be eligible to apply.
- 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.
- Current drivers license.
- Proven capacity to build relationships with local First Nations communities.
- Competence in the use of appropriate systems and technologies required to implement administrative aspects of the role.
- A strong demonstrated commitment to the objectives, vision, and ethos of Catholic Education.
- Promote child safety at all times.

Related Documents

- Statement of Principles for Employment in Catholic Education
- Code of Conduct for Employees of Catholic Education
- Catholic Employing Authorities Single Enterprise Collective Agreement Diocesan Schools of Queensland

Additional Information

The incumbent will need:

- to complete a period of 6 months' probation, in accordance with The Fair Work Act 2009
- an in-depth understanding of and commitment to the mission and objectives of Catholic Education in the Diocese of Cairns
- a sound working knowledge of the Catholic Education context and an appreciation for Catholic Education issues

