



Position Information Document

Name	<input type="text"/>		
Position Title	<input type="text" value="Aboriginal and Torres Strait Islander Student Support"/>		
Stream	Resources <input type="checkbox"/>	Admin & Finance <input type="checkbox"/>	
	Curriculum <input checked="" type="checkbox"/>	Boarding House <input type="checkbox"/>	
Grade: 2	Year Level: <input type="text"/>		
Date of First Appointment	<input type="text"/>		
Employment Category:			
Permanent <input checked="" type="checkbox"/>	Replacement <input type="checkbox"/>	Temporary <input type="checkbox"/>	Casual <input type="checkbox"/>
Hours worked per week:	<input type="text" value="37.5"/>		
Weeks worked per year	<input type="text" value="41"/>		

Key Working Relationships

- Report directly to **OLHCC Inclusive Education Coordinator**
- Other Inclusive Education Coordinators
- Liaise closely with Heads of Campus and Leaders of Learning
- Collaborate with other **Learning Support staff**
- Assist the college's Aboriginal and Torres Strait Islander **students**
- Liaise with their **parents**
- Collaborate and liaise with **teachers**

Broad Purpose

- Provide assistance/support for our First Nation students
- Provide assistance/support for teachers/leaders
- Maintain a positive learning environment for our First Nation students

DUTY STATEMENT

- Assist College Leadership in developing the College Reconciliation Action Plan (RAP)
- Monitor Indigenous student attendance and assist staff in contacting families/authorities
- Provide data to staff and Leadership Team as requested
- Help Inc Ed Coordinators in preparing PPLs for ATSI students
- Assist Inc Ed Coordinators in preparing for formal review meetings with visiting Catholic Education Consultants and parents each term/semester
- Assist ATSI students/families with communication regarding transitioning from our feeder schools
- Communicate regularly with families. Devise different methods of communication according to individual needs
- Assist in providing support for parents in accessing resourcing from community and Government organisations
- Assist, through negotiation with Heads of Campus, ATSI students on camps, retreats, extra-curricular activities and excursions – this may include, at times, attending excursions and camps
- Assist in preparations for our students to attend various celebrations and community events and attend with the students as needed
- Promote indigenous education to college and college community in particular during NAIDOC Week and Reconciliation Week
- Assist Careers/VET Coordinators in helping Aboriginal students seek post-school careers or vocational training or tertiary entry.
- Assist leadership staff with Aboriginal murals, artwork and sacred spaces within the college
- Liaise with and support Inc Ed Coordinators in securing guest speakers or other professional development in the area of Aboriginal Education
- Attend any Indigenous Education professional development as required
- Maintain accurate records
- Carry out any other reasonable duties or tasks as requested by the Inclusive Education Coordinators

In addition, ESOs may be required to assist in general administration support of senior staff and specific times during the year. This may include but not exclusively include, providing support in generating NCCD reports, SACE/VET information for the college, assist with preparation for Futures or Information Nights, support with apprenticeship sign ups and so on.

This role requires work and attendance at each of the three campuses but will be based at Our Lady Help of Christians Campus. It will also require supporting the Front Office at any campus should their Admin staff be away or busy.

PERSON SPECIFICATIONS

The Education Support Office (Student Services) will have a:

- Demonstrated ability working and communicating effectively with children. Experience working with children with special needs is highly desirable.
- Willingness to uphold and contribute to the culture and ethos of our Catholic school.
- Ability to implement positive and supportive behaviour management procedures and be a good role model for students.
- Effective interpersonal and teamwork skills and able to successfully work collaboratively and flexibly with others.
- Able to take direction and act on it, as well as be self-directed and self-monitoring and utilise some discretion and judgement, as required.
- Good time management and organisational skills, and able to effectively prioritise tasks.
- Demonstrated ability to maintain confidentiality.
- Demonstrated ability to deal effectively with emergencies and/or unexpected situations.
- Demonstrate and apply a competent level in the use of computer software applications including Microsoft Office.

WORK HEALTH AND SAFETY

This role is deemed to be a Worker under the South Australian Work Health and Safety (WHS) Act 2012.

As a Worker, while at work you must:

- take reasonable care for your own health and safety
- take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons
- comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer
- cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers

Reference: Division 4, Section 28 WHS Act 2012

This position information document indicates the general nature and level of work performed by the incumbent and is not intended as a comprehensive listing of all responsibilities, tasks, and outcomes.

SPECIFIC REQUIREMENTS

- Applicable First Aid Certificate relevant to the role requirements
- Current and acceptable Working with Children Clearance and screening to work in Catholic Education SA
- Current valid Responding to Risks of Harm, Abuse and Neglect – Education and Care certificate
- CESA Staff do not need to be vaccinated against COVID-19 as a condition of employment, with the exception of CESA Staff working in High-Risk Settings. CESA Staff are however strongly encouraged to have and maintain an Up-To-Date Vaccination Status in accordance with the ATAGI statement. The vaccination requirement for CESA Staff working in High-Risk Settings is a condition of employment or engagement unless an exemption is approved in accordance with the CESA COVID-19 Vaccination Policy.

SIGNED _____ Date _____
(Employee)

SIGNED _____ Date _____
(Principal or Delegate)