



ST MARY'S COLLEGE BROOME

Aboriginal Teaching Assistant

Date: June 2017
Responsible to: Principal
Reporting To: Heads of School

Role Statement:

Employees at this level work under general supervision and guidance performing tasks that require basic competency and limited discretion in achieving clearly defined outcomes determined by the Teacher. Employees will be able to apply techniques, skills and knowledge of relevant principles and practices acquired through previous experience, on the job learning, or relevant qualification.

Duties

Under guidance of the classroom teacher, the Aboriginal Teaching Assistant can be expected to provide professional support in the classroom and school environment:

- Support the College in maintaining the Catholic ethos of the College and act in a manner that is supportive of the teachings of the Catholic Church.
- Wholeheartedly embrace the culture and vision of the College.
- Show initiative, work independently and contribute actively to a dynamic team environment and embrace the concept of continuous learning.
- Assist with development of teaching programs, support the teaching program (includes individual/small group sessions) and support literacy/numeracy programs.
- Provide cultural advice as required and arrange/participate in cultural awareness sessions for students/teachers/Principal.
- Support students within the classroom setting and provide pastoral care.
- Participate in school based decision making groups.
- Be aware of and advise on current Aboriginal Education Programs.
- Attend meetings and/or professional development as required by the Principal or delegate.
- Promote the inclusion of Indigenous students in the College.
- Demonstrate competent use of information technologies.

Supporting the integration of Aboriginal perspectives in the curriculum and College events

- Assist in planning and teaching the Aboriginal language program, where required.
- Ensure involvement of local elders in special events.
- Arrange activities for events of significance i.e. Reconciliation, NAIDOC.

- Arrange guest presenters/role models to visit the College.

Promoting home/community/College partnership (e.g. home liaison, building positive relationships, increasing enrolment)

- Home visits to parents/family/community members to convey information on issues such as College policies and procedures, curriculum issues, and Aboriginal programs.
- Inform the Principal and teachers of issues relating to Aboriginal children enrolled within the College.
- Liaise between Principal/teachers /parents/students on such issues as College fee arrangements, attendance and transition from primary school to secondary school.
- Represent the College within the community as required.
- Assist with enrolment of Aboriginal children.
- Inform Principal/teachers of current issues/trends within the Aboriginal community.
- Other duties as directed by the Principal or delegate.