

# Position Description & Duty Statement

## Aboriginal Teacher Assistant



<b>POSITION TITLE:</b>	Aboriginal Teacher Assistant		
<b>EMPLOYMENT TYPE:</b>	Full Time	<b>REPORTS TO:</b>	Director of Learning Diversity
<b>CLASSIFICATION:</b>	Aboriginal Teacher Assistant		
<b>DATE LAST REVIEWED:</b>	June 2023	<b>APPROVED BY:</b>	Principal, St Mary's College
<b>ACCREDITATION LEVEL:</b>	Accreditation to Work in Catholic Education (Schools)		

## Our Mission

St Mary's College is a Catholic school situated in Broome that provides education from K-12 for parents who desire a Catholic education for their children. The College caters for the diverse educational, spiritual, and cultural needs of its students by promoting self-esteem and initiative. It offers them skills to take their place confidently in society while living according to Christian values.

## Our Core Values

### Courage

Upholding the Catholic faith and all Christian values and being true to ourselves.

### Love

Understanding differences with compassion and humility; accepting what has happened and being able to move on with unconditional forgiveness.

### Empathy

Listening, understanding, and communicating with others in the spirit of our college Motto – Listening Hearts.

### Acceptance

Appreciating each person and their story, valuing cultural differences, creating a safe, caring College and being inclusive of all.

### Resilience

Being self-motivated, understanding our strengths and challenges, always giving our best and persevering in the face of adversity.

## Our Motto - Listening Hearts

We have empathy for each person's circumstances, hopes and dreams, and listen with our hearts to students, families, and staff.

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## Purpose of Position

Aboriginal Teacher Assistants provide professional culture and contextual support in the classroom and school environment working under the general supervision and guidance of the Classroom Teacher.

Aboriginal Teacher Assistants assist with the development of teaching programs and provide cultural advice and awareness to students, teachers, and Principal to support improved learning, welfare, and wellbeing outcomes. The Aboriginal Teacher Assistants provide direct feedback to teachers, parents, guardians for Aboriginal student feedback and liaise with community and other educational agencies as required.

## Core Duties and Responsibilities

### Catholic Identity:

- 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

### Education:

- 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 all 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
- Demonstrate competent use of information technologies
- Other duties as discussed with Principal or as delegated, Deputy Principal and Assistant Principals.

### Community:

- Establish and maintain close working relationships with families, local community stakeholders and other networks
- Promote the inclusion of Aboriginal students in the College
- 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.
- 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, where required.
- 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

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## Selection Criteria Skills & Experience requirements

### Competencies:

- Well developed communication and interpersonal skills to assist in establishing and maintaining close working relationships with families, local community stakeholders and other networks.
- Show initiative, work independently, and contribute actively to a dynamic team environment and embrace the concept of continuous learning.
- Be prepared to participate in Co-curricular activities
- Be competent users of basic IT.
- Model and maintain the Catholic ethos and traditions of the College.
- Maintain a high standard of confidentiality.

### Qualifications Required:

- Aboriginality per Section 50(d) of the Equal Opportunity Act 1984
- Current Working with Children Check WA.
- Current Nationally Coordinated Criminal History Check

### Qualifications Desirable:

- Certificate III in Education Support

### Experience Required:

- Relevant experience as an Aboriginal Teacher Assistant or similar.

### Child Safe Framework

St Mary's College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment and adhere to, and comply with, the CECWA Child Safe Framework at all times.

### Code of Conduct

All staff at St Mary's College must adhere to the College Code of Conduct at all times (please see Staff Code of Conduct).

### Occupational Safety & Health

It is every employee's responsibility to:

- promote a safe and healthy working environment that complies with WHS requirements.
- take a shared responsibility to ensure the safety and well-being of self and others.
- utilise all protective equipment provided and as instructed.
- work in a safe manner while exercising due care and caution.