



Aboriginal Education Support Coordinator

Midwest Education Region

Aboriginal and Torres Strait Islander identification and recognition is considered essential for this position under section 50(d) of the Western Australian Equal Opportunity Act.

Position number	00047343
Agreement	Department of Education (School Support Officers) CSA Agreement 2022 or as replaced
Classification	Level 4
Reports to	Coordinator Regional Operations (Level 7)
Direct reports	Nil

Context

There are eight Education Regional Offices in the State. These are staffed as determined by the Director of Education in accordance with local context and needs.

Staff in Education Regional Offices are responsible for supporting schools in their regions by promoting system initiatives and providing support to enhance educational outcomes of students in public schools.

The Midwest Education Regional Office is located in Geraldton on the Midwest coast. The 46 public schools in the Midwest education region have approximately 7,600 students and are a mixture of coastal and inland schools, including remote community schools. Approximately 30 percent of students are Aboriginal.

The Midwest is one of only five areas in the world with both marine and terrestrial biodiversity hot spots and home to UNESCO World Heritage sites, including Shark Bay and the Ningaloo Coast, making it internationally recognised and protected.

Visit education.wa.edu.au to find out more information about the Department of Education.

Key responsibilities

- Coordinate the region's Aboriginal and Torres Strait Islander education program.
- Provide Aboriginal perspective, knowledge and understandings to support the work of building the capacity of the school staff to strengthen cultural responsiveness and improve education outcomes for Aboriginal students.

- Research, develop, implement and monitor programs, strategies and systems that provide an effective service for students and family members and improve outcomes for Aboriginal and Torres Strait Islander students.
- Provide guidance and advice to school staff, including the school leadership teams, to support them to engage with and respond in culturally responsive ways to Aboriginal organisations, community members and parents/caregivers.
- Assist with planning, organising and facilitating professional learning for school staff and staff from partnering agencies on issues relating to Aboriginal education and Aboriginal cultural awareness.
- In conjunction with other regional programs and agencies, prepare submissions for funding to enhance and sustain the program.
- Develop and maintain professional links between Aboriginal students, families, college/school and other appropriate agencies in the community.
- Conduct home visits to discuss individual education plans for students at educational risk.
- Plan, develop and deliver specific activities and programs aimed at building confidence, leadership, self-esteem and respect among the Aboriginal and Torres Strait Islander students and other identified students at educational risk.
- Provide intensive individualised support (case coordination) for students at educational risk.
- Assist the development of individual education plans for students at educational risk.
- Actively participate in multi-disciplinary team meetings and case conferences within the college and with other agencies as appropriate, including the provision of information and consultancy advice.
- Identify and research effective practices and current issues for students at educational risk.
- Develop and maintain a record system and prepare information to develop and monitor plans, progress reports and annual reports.

Selection criteria

1. Demonstrated knowledge of issues and needs of Aboriginal children, families and communities and experience in applying that knowledge to the education sector.
2. Demonstrated skills and experience in working with individual or small groups of Aboriginal students who are experiencing difficulties.
3. Demonstrated well developed verbal and written communication and interpersonal skills with the ability to establish and maintain effective working relationships to negotiate and resolve conflict.
4. Demonstrated well developed organisational skills with the ability to prioritise tasks to meet deadlines and work autonomously and collaboratively within a team environment.
5. Demonstrated well developed research, conceptual and analytical skills and experience in identifying problems and developing strategies and support programs.

Eligibility and training requirements

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Employees will be required to:

- consent to a Nationally Coordinated Criminal History Check and obtain a current Screening Clearance Number issued by the Department of Education's Screening Unit prior to commencement of employment
- obtain or hold a current Working with Children Check

- hold a valid 'C' class driver's licence
- complete the Department's induction program within 3 months of commencement
- complete any training specific to this role required by Departmental policy
- complete the Department's training in Accountable and Ethical Decision-Making within 6 months of appointment and every 3 years thereafter
- complete the Department's Aboriginal and Torres Strait Islander cultural awareness online course within 3 months of commencement.

Certification

The details contained in this document are an accurate statement of the responsibilities and other requirements of the position.

ENDORSED

Date 12 June 2025
Reference D25/0532918