



Job Description Form

Aboriginal and Islander Education Officer Schools

Aboriginality is considered essential for this position under section 50(d) of the Western Australian Equal Opportunity Act.

Position number	Generic
Agreement	Education Assistants' (Government) General Agreement 2025 or as replaced
Classification	Level 3
Reports to	Various
Direct reports	Nil

Context

The Department of Education is working to build culturally responsive schools that build on the strengths of Aboriginal students and provide opportunities for meaningful and successful pathways through and beyond school.

Aboriginal and Islander Education Officers (AIEOs), Advanced Aboriginal and Islander Education Officers (Advanced AIEOs) and Aboriginal and Islander Cultural Advisors (collectively 'Aboriginal educators and advisors') are pivotal partners in the creation of culturally responsive schools. Aboriginal educators and advisors support school staff to engage in truth telling and create learning environments that are free from racism and discrimination and respect the cultures, languages, experiences and worldviews of Aboriginal people.

Aboriginal educators and advisors establish and maintain mutually respectful relationships between schools, families and communities to strengthen the wellbeing, engagement and learning of Aboriginal and Torres Strait Islander students. Aboriginal educators and advisors provide advice to support whole-school culturally responsive practice to create the conditions for Aboriginal students and families to experience cultural safety.

These roles are distinct from other employees under the *Education Assistants' (Government) General Agreement 2025* (or its replacement). Aboriginal educators and advisors are not Education Assistants. The primary focus is the cultural nature of the work, which supports the cultural responsiveness of school staff to create culturally safe conditions for Aboriginal students.

Duties overlapping with Education Assistants should be negotiated with employees, to address urgent needs or where alternative work of a cultural nature is not needed at that time. This includes the duties in Schedule A. Timetabled class time is indicative only and must not override core Aboriginal educators and advisors' duties. Moreover, Aboriginal educators and advisors are not to be used to cover periods of relief or duties other than teaching (DOTT), apart from those of other Aboriginal educators and advisors.

Information about the particular school or college in which the vacancy is being advertised is available on [Schools Online](#).

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

Key responsibilities

- Design, implement and promote culturally responsive practice to create culturally safe environments that support student wellbeing, engagement and learning, in consultation with teachers, families and other relevant professionals, as appropriate.
- Contribute to the design, implementation and monitoring of the delivery of student educational plans, in consultation with teachers, families and other relevant professionals as appropriate.
- Consult with parents/caregivers, community members and other relevant professionals to strengthen student outcomes, independently of a teacher, though under guidance of relevant professionals where appropriate.
- Provide information to families on the education system, school procedures and policies.
- Provide support and advice to schools and teachers on implementing culturally responsive curriculum for all students.
- Provide support, including in-class support, to staff and students through mentoring and pastoral care to strengthen wellbeing, engagement and learning, applying an in depth understanding of the cultural, family and community connections of Aboriginal and Torres Strait Islander students.
- Promote and facilitate the understanding of local Aboriginal cultures, languages and protocols across the school.
- Maintain accurate records and appropriately manage confidential information.
- In addition to the indicative duties of an AIEO, when agreed, the AIEO will perform the duties in Schedule A.

Selection criteria

1. Demonstrated knowledge and understanding of the histories, languages, social and cultural protocols of Aboriginal or Torres Strait Islander peoples.
2. Demonstrated knowledge and understanding of culturally responsive strategies that support the wellbeing, engagement and learning of Aboriginal and Torres Strait Islander students.
3. Demonstrated effective written and oral communication skills, including the ability to interact with Aboriginal and Torres Strait Islander students, and liaise with parents/caregivers, families, teachers and community members and assist teachers to understand Aboriginal and Torres Strait Islander students' needs.
4. Demonstrated knowledge and understanding of building culturally safe environments for Aboriginal and Torres Strait Islander peoples.
5. Demonstrated effective organisational skills that will assist in the delivery of culturally responsive education programs and subsequent feedback and evaluation to teachers or allied health professionals.

Eligibility and training requirements

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.

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 the commencement of employment
- obtain or hold a current Working with Children Check
- 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 20 October 2025
Reference D25/1067247

SCHEDULE A

In addition to the indicative duties of an AIEO, it is expected that the following range of duties will be performed. It is expected that in most situations the duties below will focus on Aboriginal and Torres Strait Island students. However, it is also noted AIEOs can play an important role in promoting cultural safety for Aboriginal and Torres Strait Island students in every school, including schools with few or no students who identify, or openly identify, as being of Aboriginal or Torres Strait Island descent.

- Assist in the implementation of specialised education intervention programs such as occupational therapy, speech therapy and physiotherapy, if these are in place.
- Assist the teacher or therapist in understanding when there is communication difficulty between them and a student and the AIEO has relevant language proficiency.
- Provide feed-back and participate in the evaluation process relating to student learning.
- Provide feedback to parent/caregiver as to student progress under guidance of a teacher.
- Manage classroom resources or storeroom by maintaining and updating inventory lists, monitoring stock levels and requirements, and submit requisitions to the teacher for approval.
- Ensure the safe and hygienic storage and handling of foodstuffs and food preparation utensils.
- Assist the teacher in the delivery of planned education programs, including the operation of computers and implement individual student or small group programs or demonstrations.
- Collect resources and administrative documents.
- Counsel students on matters affecting their education.
- Assist the teacher with the care and supervision of students in out-of-class activities and on school excursions.
- Assist the teacher in meeting the health requirements of students.
- Assist with arrival and departure of students, including vehicular access (entry and exit) and buses.
- Assist the teacher by moving students, and when required, by changing student from one piece of equipment to another.
- Assist students undressing, bathing, showering, toileting, dressing and where necessary, clean soiled clothing and areas.