Department of Education
GOVERNMENT OF WESTERN AUSTRALIA

Job Description Form

Aboriginal Student Support Officer

Kelmscott Senior High School

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

Position number	00048086
Agreement	Department of Education (School Support Officers) CSA Agreement 2024 or as replaced
Classification	Level 3
Reports to	Program Coordinator (School Administrator Level 3)
Direct reports	Nil

Context

Information about Kelmscott Senior High School is available on Schools Online.

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

Key responsibilities

- Assist in the coordination of the Student Support and Wellbeing Program.
- Assist in developing and introducing systems and intervention strategies which provide a responsive and effective support service for Aboriginal students, family members and staff.
- Provide support and advice to teachers on strategies for supporting Aboriginal students and facilitate group work processes.
- Develop supportive links between the Aboriginal student, the family, the school and other appropriate agencies in the community and establish a network of partnerships with other government and non-government agencies.
- Actively participate in multi-disciplinary team meetings and case conferences within the school and with other agencies as appropriate, including the provision of information and consultancy advice as required.
- Assist in undertaking work assessments on Aboriginal students, including liaising with parents/guardians, students, staff and any other relevant parties.
- Assist the school administration team in crisis management and response duties as required.
- Record, collate and prepare information used to develop and monitor strategies and alternative programs

- Undertake research on current issues for young Aboriginal people, participate in projects and provide written reports as required.
- Assist Cultural Responsiveness targets, as outlined in the school's operational plan, by developing and implementing strategies.

Selection criteria

1. Demonstrated sound oral and written communication and interpersonal skills, with the ability to establish and maintain effective and collaborative working relationships with local organisations and services.
2. Demonstrated skills and experience in working with individual or small groups of Aboriginal students experiencing difficulties.
3. Demonstrated sound research, conceptual and analytical skills, including the ability to identify problems and provide solutions.
4. Demonstrated effective planning and organisational skills, with the ability to manage competing priorities within timelines.
5. Demonstrated knowledge of the youth sector, particularly local organisations and services.

Eligibility and training requirements

Being of Aboriginal and Torres Strait Islander background 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 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 3 March 2026
Reference D26/0186900