



## Aboriginal Education Support Coordinator

John Tonkin College

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.

<b>Position number</b>	00045084
<b>Agreement</b>	<a href="#">Department of Education (School Support Officers) CSA Agreement 2022</a> or as replaced
<b>Classification</b>	Level 4
<b>Reports to</b>	Manager Corporate Services (Level 6)
<b>Direct reports</b>	Nil

### Context

Information about John Tonkin College is available on [Schools Online](#).

Visit [education.wa.edu.au](http://education.wa.edu.au) to find out more information about the Department of Education.

### Key responsibilities

- Coordinate the college'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 college staff, including the college leadership team 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 college staff and staff from partnering agencies on issues relating to Aboriginal education and Aboriginal cultural awareness.
- In conjunction with other college programs and agencies, prepare submissions for funding to enhance and sustain the program.
- Develop and maintain professional links between Aboriginal students, families, college 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 30 August 2024  
Reference D24/0637661