



Aboriginal Engagement Coordinator Halls Creek District High School

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	00042783
Agreement	Public Sector CSA Agreement 2021 or as replaced
Classification	Level 5
Reports to	Principal (School Administrator Level 5)
Direct reports	Nil

Context

Halls Creek District High School is located in the Central Kimberley Region between Broome and Kununurra, with students attending from the town of Halls Creek and the surrounding communities.

Staff understand the importance of being culturally responsive, and the impact that trauma has on young lives. The willingness to learn and grow from the knowledge shared by Aboriginal community leaders from within the two largest language groups in Halls Creek is at the heart of the high care environment celebrated at the school.

The Aboriginal Engagement Coordinator will empower a cultural voice in student management and community partnerships at Halls Creek District High School.

The key objectives of the role are:

1. increase school attendance and engagement of students
2. include cultural awareness and sensitivity in decision making in school operations.
3. strengthen partnerships between teachers, students and community members
4. provide culturally appropriate support and assistance for students
5. broker support for families to overcome barriers to attendance.
6. support the school to implement culturally responsive strategies to engage students in education.

The Aboriginal Engagement Coordinator will also provide ongoing support and advice as requested, verbally or in writing when incidents, identified by the Principal require resolution.

Further information about Halls Creek District High School is available on [Schools Online](#).

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

Key responsibilities

- Contribute to implementing strategic directions for Aboriginal education and effective community relationships that supports the school's Cultural Program, meets the Department's Aboriginal Cultural Standards Framework and achieves the Department's goals in providing quality education, services and support.
- Provide Aboriginal perspective, knowledge and understanding to help build the capacity of school staff and strengthen cultural responsiveness for achieving Aboriginal student outcomes.
- Lead opportunities for staff and students to understand and respect Jaru and Kija history, culture and traditions.
- Provide advice to school staff to support them to engage with and respond in culturally responsive ways to Aboriginal organisations, community members and parents/caregivers.
- Develop and foster community links connecting the school and families to agencies and services that help students achieve education and life goals.
- Support culturally sensitive engagement with Aboriginal organisations, community members and parents/caregivers.
- Monitor and draw on the Aboriginal perspectives and knowledge of networks, and advise on strengths, opportunities and/or emerging local issues relevant to education.
- Undertake travel within the community and, where required, to residences to engage families/ caregivers and other stakeholders.
- Assist with planning, organising and facilitating professional learning and induction for school staff and staff from partnering agencies on issues relating to Aboriginal education and Aboriginal cultural awareness.
- Mentor and build capacity of Aboriginal and Islander Education Officers.
- Assist with design of educational adjustments that improve attendance, classroom engagement and achievement of Aboriginal students and meet individual student needs.
- Participate in team and case meetings with relevant parties, including providing information and advice to support groups of students or individual students.
- Attend meetings after hours, including but not limited to, parent meetings and school community meetings, as required.
- Develop and maintain effective working relationships and provide representation on internal and external working parties and committees, as required.
- Maintain accurate records and appropriately manage confidential information.

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 well developed organisational, planning and program management skills, including the ability to prioritise tasks to meet deadlines.
3. Demonstrated well developed conceptual and analytical skills and ability to identify and clarify trends and issues and provide innovative solutions to address them.
4. Demonstrated well developed facilitation, negotiation and consultation skills with a proven ability to work collaboratively and maintain effective working relationships within and external to the Department, including Aboriginal families and communities.
5. Demonstrated well developed written communication skills, including experience in preparing reports and general correspondence.

Eligibility and training requirements

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

Employees will be required to:

- hold a valid C Class WA Drivers' Licence
- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- obtain or hold a current Working with Children Check
- complete the Department's induction program within three 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 six months of appointment.

Certification

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

ENDORSED

Date 2 September 2022
Reference D22/0676768