ST JOHN PAUL COLLEGE  
COFFS HARBOUR

St John Paul College is a school that strives to be truly Catholic in our identity and life; a centre of the new evangelisation and a place where the dignity and potential of every student is recognised and developed. St John Paul College is a place where students are formed in the faith and can achieve high levels of ‘Catholic religious literacy’ and practice, and where the learning outcomes of every student are improved.

Applications are invited from suitably qualified persons for the following position:

PART TIME / TEMPORARY POSITION (30 hrs per week)

INDIGENOUS EDUCATION WORKER

Selection Criteria:

- Preference will be given to Indigenous applicants
- Sound knowledge of Indigenous history and culture
- Previous experience working in a voluntary or paid capacity in a school setting
- High level written and verbal communication skills
- Confidence working with secondary school students across a number of curriculum areas
- Familiarisation with the QuickSmart Program an advantage
- The ability to work discreetly and supportively with families of students, teachers and other school staff members
- Relevant qualifications/training or willingness to undertake further training
- Willingness to effectively support the Catholic ethos of the College

Ideally all applicants will be able and willing to participate fully in the religious dimension of the College.

Written applications should be emailed to:

Michael Carniato  
Principal  
St. John Paul College  
Tel: (02) 6653 3155  
Email: mcarniato@lism.catholic.edu.au

Applications must be received by 4.00pm on Friday 3 March 2017.

Child protection legislation requires preferred applicants to be subject to employment screening.

An Equal Opportunity Employer
ROLE DESCRIPTION

INDIGENOUS EDUCATION WORKER

The Indigenous Education Worker (IEW) is employed to support Indigenous students as well as members of the teaching staff by promoting a deeper appreciation of Indigenous history and culture in the College and to assist in achieving improved standards in the areas of literacy and numeracy.

The IEW supports the Students by:

- providing one-to-one and small group tutoring for Aboriginal studies in specialised programs, English and Mathematics and making use of computer software where appropriate
- providing a positive role model for all students and establishing supportive relationships amongst College staff
- encouraging the inclusion of the Indigenous students across all aspects of College life
- motivating and encouraging the students including promoting and reinforcing self-esteem
- attending classes as timetabled and act as a Learning Support Assistant in the classroom
- assisting the students to learn as effectively as possible both in group situations and on their own by clarifying and explaining instructions
- helping students to develop better learning and study habits including concentration and task completion and developing independence by improving time and material management skills
- acting as a tutor when Indigenous students require specific assistance with their studies and providing support for language, behaviour, reading, spelling, presentations etc.
- developing appropriate resources to support the students and staff
- attending weekly Discipline and Welfare Committee meetings on behalf of Indigenous students
- conducting home visits where appropriate to inform parents of their student’s academic progress, explain College policies and practices and facilitate communication between home and College
- Participation in inter-agency meetings, AECG meetings, Elders meetings
- organising NAIDOC celebrations in consultation with the Principal and ASSPA Committee
- assistance with sporting activities such as OZtag and Rugby League and other timetabled sporting programs.
The IEW supports the teaching staff by:

- assisting members of staff in developing a richer awareness of their role as an advocate for Indigenous peoples and their cultures
- attending classes as timetabled and act as a Learning Support Assistant in the classroom, helping with preparation of teaching materials and assisting teachers with the needs of Indigenous students
- providing direct support to Indigenous students engaged in the learning activities of their classrooms, including aspects such as small group tutoring, recording and monitoring student progress and correcting student’s work in co-operation with each teacher
- providing regular feedback about student progress to the teachers, Year Coordinators and the Discipline and Welfare Committee
- maintaining records for each Indigenous student as required
- effectively participating in all special projects such as literacy and numeracy programs
- acting as a resource person for staff and students.

The IEW supports the College by:

- maintaining confidentiality in issues linked to students
- working as a team member and consulting, liaising with and advising teaching and ancillary staff on matters relating to Indigenous students
- encouraging Indigenous parents and the wider Indigenous community to become involved in the life of the College
- coordinating and acting as the liaison person for relevant committees and other educational initiatives
- providing support to Indigenous students by liaising with agencies such as the Department of Employment, Education and Training and Youth Affairs Programs (ATAS, ABSTUDY)
- following College staff protocols (administration procedures, attendance, dress code etc.)
- carrying out other duties as directed by the Principal.