

Aboriginal Education Assistant (AEA) Sacred Heart Primary School Boggabri

Position Description

[Click here to apply.](#) Applications close 7 November 2021.

Enterprise Agreement	NSW and ACT Catholic Systemic Schools EA 2020
Classification	General Employee - Classroom and Learning Support Services Stream
Hourly Rate of Pay	\$28.90 - \$32.81 gross per hour (based on qualifications, skills & experience)
Reports to	Principal
Location	Sacred Heart Primary School Boggabri
Employment type	Part-time 20 hours per per fortnight
Employment status	Permanent

About Sacred Heart School Boggabri

Sacred Heart Primary Boggabri is a co-educational Catholic primary school from K-6 which provides quality education for 40 students. The school aims to provide a positive, open atmosphere where all are welcome in a safe, caring environment that nurtures growth. Sacred Heart believes in strong partnerships with parents and the wider Boggabri community to ensure the best outcomes for all students and the school's success.

Boggabri is situated in north-western New South Wales and lies between Gunnedah and Narrabri on the Kamilaroi Highway. With a population of approximately 860 people, the town catchphrase "the little town with a big heart" is a true representation of the progressive and positive community. Although the town is only small, it has a lot to offer, including the annual Drover's Campfire, heritage trails and museums, Nelson's honey farm and only a short drive from the town centre is the spectacular Dripping Rock.

Sacred Heart School Boggabri is one of 24 schools administered by the Catholic Schools Office on behalf of the Bishop of Armidale. The Director, Mr Chris Smyth, is directly responsible to the Bishop.

For further information on the school, please visit <https://sacredheartboggabri.catholic.edu.au/>.

Position Purpose

The primary role of the Aboriginal Education Assistant is to support the classroom teacher in achieving the best possible education outcomes for Aboriginal and Torres Strait students of the Armidale Diocese Catholic Schools.

A secondary role is to assist in other ways not directly in support of those students, but which assist the class teacher in facilitating understanding and knowledge of all students of Aboriginal and Torres Strait Islander cultures. The Aboriginal Education Assistant is directly responsible to the Principal (or delegate) in the execution of his/her duties.

The Catholic Schools Office Armidale, considers that being Aboriginal is a genuine occupational qualification for this position under section 14 of the Anti-Discrimination Act 1977 (NSW).

Commencement

The commencement date for this position will be 28 January 2022.

Key Responsibilities

Duties related to the position include but are not limited to the following:

Key area	Task
Support Aboriginal and other students in their learning	<ul style="list-style-type: none">● Support all Aboriginal children in their learning● Observe Aboriginal students' progress and behaviour in learning situations/activities● Assist individual students with literacy and numeracy under the guidance of the classroom teacher● Provide feedback, in conjunction with teachers, to Aboriginal students regarding their academic attainment● Assist the teacher in the preparation of teaching aids to support the learning of Aboriginal students● Provide positive role models to students● Encourage Aboriginal students to participate in excursions and other school activities● Communicate in a clear, respectful and professional way in order to optimise each student's development● Maintain professional confidentiality with regard to students and their families.● Attend all lessons and be punctual to class● Be proficient in the use of ICTs as a teaching and administrative tool.● Create a safe learning environment which stimulates learning, promotes excellence, and accepts and acknowledges the needs of students to be

	both challenged and supported
Promote Aboriginal Community Involvement within the school	<ul style="list-style-type: none"> ● Liaise with Aboriginal parents/care-givers, community and staff ● Be a point of contact within the school for Aboriginal parents/care-givers, in conjunction with the principal ● Maintain ongoing contact with parents/care-givers, including home visits ● On invitation from parents and principal, become involved in the local P & F and or Schools Advisory Council ● Promote the involvement of Aboriginal parents/community in P & F committees, the School Advisory Council and other elements of the school's decision making bodies ● In conjunction with principals and other staff, inform parents/care-givers about school policies and practices ● Assist school staff in giving explanations regarding subject/career issues to parents/care-givers and students ● In conjunction with the school community, promote the enrolment of Catholic Aboriginal students
Provide Input Regarding Aboriginal Perspectives into all School Life	<ul style="list-style-type: none"> ● In conjunction with and the support/assistance of Aboriginal and school community, organise cultural activities for the school ● Assist the school staff and community with the co-ordination of NATSIC (National Aboriginal and Torres Strait Islander Celebrations) ● Assist teachers and other staff to respond appropriately to Aboriginal students and Aboriginal parents/care-givers.
Contribute to the appreciation and understanding of Aboriginal culture within the School Community	<ul style="list-style-type: none"> ● Provide cultural input to units of work being taught in the school. ● Recommend resources which are of an acceptable standard for use in the school. ● Assist teachers to identify opportunities to incorporate Aboriginal perspectives in their classroom. ● Direct teachers to advisory services relating to Aboriginal culture (regional and central).
Self management with respect to undertaking these duties	<ul style="list-style-type: none"> ● Undertake on-going training/study / professional development. ● Meet with the principal on a regular basis to discuss community issues and cultural matters. ● Carry out other duties as directed by the principal. ● In consultation with the Armidale Diocesan SME Indigenous Education K-12, attend to other matters appropriate for the position.
Other duties	<ul style="list-style-type: none"> ● Communicate with, and establish effective and cooperative working relationships with teaching and non-teaching colleagues. ● Help to enable the best use of shared resources. ● Undertake playground supervision according to rosters as required.

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| | <ul style="list-style-type: none"> ● Attend and actively participate in staff and faculty professional development meetings, as required. ● Carry out administrative tasks thoroughly and punctually. |
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Sacred Heart Primary School, Boggabri reserves the right to alter roles, responsibilities and requirements as required.

Selection criteria

General expectations of staff at Sacred Heart Primary School, Boggabri

- Respect of and a commitment to the Catholic ethos and a willingness to foster it
- Serve the employer faithfully, honestly, efficiently and diligently and exercise all due care and skill in the performance of your duties
- Ensure appropriate behaviours when engaging with children
- Act as a team member, developing and supporting the philosophy and ethos of the team
- Willingness to undertake professional development
- Maintain strict observance of school policies, rules and procedures including the reporting of improper or unethical conduct
- Observe and comply with all WHS protocols
- Ensure all colleagues, students and parents are provided with quality service in a timely, efficient and friendly manner
- The ability to maintain strict confidentiality and to exercise discretion and sound judgement.
- Act in a professional and respectful manner at all times
- Employment with Sacred Heart Primary School is conditional upon successful applicants having or obtaining a valid and current NSW Working with Children Check Clearance

Essential criteria

- Be of Aboriginal and/or Torres Strait Islander heritage
- Demonstrated ability to work with children of Aboriginal & Torres Strait Islander heritage and assist in building their self-esteem
- Demonstrated ability to build effective relationships with the Aboriginal and Torres Strait Islander community
- Effective communication and interpersonal skills for building relationships with the Aboriginal and Torres Strait Islander community parent community
- Demonstrated ability to work unsupervised with a small group
- Ability to implement a program directed by the class teacher and/or the Armidale Diocesan SME Indigenous Education K-12 or other specialist staff as appropriate
- Readiness to be involved in parent school partnership initiatives
- A willingness to undergo training as required
- A willingness to attend Diocesan/School excursions (including overnight excursions)

Application

For questions regarding the professional nature of this position, please contact Mr Nick Baird, Principal 02 6743 4656 or via email nbaird1@arm.catholic.edu.au

Before submitting your application, please ensure the following:

- You have carefully read the position description and ensure you understand the role you are applying for and that it is suited to your skills, experience and qualifications.
- Complete the relevant online application form by [clicking here](#) and attach a cover letter (optional) and CV that clearly outlines your qualifications and career history.

Preferred applicants must have the right to work in Australia and will be subject to employment screening.