

Aboriginal Education Assistants (AEA)

Holy Trinity School Inverell

Position Description

[Click here to apply.](#) Applications close 21 January 2022.

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	Holy Trinity School, Inverell
Employment type	Part-time 55 hours per per fortnight (2 positions)
Employment status	Temporary

About Holy Trinity School and Inverell

Holy Trinity is a Catholic systemic school in the Armidale Diocese, in the New England Region of NSW. We are a central school catering for students from K-10.

Our Catholic foundations, in the traditions of the Sisters of Mercy and the De La Salle Brothers, underpin our approach to teaching and learning, providing an education that fosters faith development and is grounded in community involvement and social justice. At Holy Trinity we offer our students the challenge of achieving personal excellence in all areas of school life and encourage them to become independent learners, equipping them with the skills necessary for life-long learning. This is a community that encourages all students to value and respect themselves and others in their journey of faith, learning and life.

Holy Trinity functions as one school, with Primary and Secondary sections working closely together to build the community's mission and goals. A policy of inclusion is promoted, assuring that the educational needs of the students are addressed by our dedicated staff. Students have access to modern classrooms and facilities and technology is integrated across the curriculum to provide students of all age groups with a wide range of academic and co-curricular opportunities including sport, music, drama, debating, outdoor education and visual arts to assist both academic and social development. Excellent academic results complement the many achievements by our students.

Inverell is a seven-hour drive from Sydney and just under five hours from Brisbane. Link Airways flies to Inverell from Sydney and Brisbane twice a week. Other airlines fly into Armidale (1 ½ hours away).

Inverell is nestled in a picturesque valley beside the Macintyre River, this New England North West region is renowned for its proud pioneering history, its beautiful restored buildings, and the production of many fine gemstones from which Inverell has earned the epithet of 'Sapphire City'.

For further information on the school, please visit <http://www.holytrinity.nsw.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 dates for these positions will be 28 January 2022 (or as negotiated with the successful applicants).

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

	<ul style="list-style-type: none"> ● 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
<p>Promote Aboriginal Community Involvement within the school</p>	<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
<p>Provide Input Regarding Aboriginal Perspectives into all School Life</p>	<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.
<p>Contribute to the appreciation and understanding of Aboriginal culture within the School Community</p>	<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. ● Attend and actively participate in staff and faculty professional development meetings, as required. ● Carry out administrative tasks thoroughly and punctually.

Holy Trinity School, Inverell reserves the right to alter roles and responsibilities requirements as required.

Selection criteria

General expectations of staff at Holy Trinity School, Inverell

- 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 Jilly Rainger, Principal on (02) 6722 4066 or email jrainger@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.