

# Aboriginal Education Assistant (AEA)

## St Michael's Primary School Manilla

### Position Description

[Click here to apply.](#) Applications close 26 May 2022.

<b>Enterprise Agreement</b>	NSW and ACT Catholic Systemic Schools EA 2020
<b>Classification</b>	General Employee - Classroom and Learning Support Services Stream
<b>Salary range</b>	\$29.49- \$33.48 gross per hour (based on qualifications, skills & experience)
<b>Reports to</b>	Principal
<b>Location</b>	St Michael's Primary School Manilla
<b>Employment type</b>	Part-time (10) hours per fortnight
<b>Employment status</b>	Temporary

### About St Michael's Manilla

St Michael's Manilla offers quality teaching and learning in a supportive and challenging environment to 96 students with teachers who go above and beyond to ensure that each child's light shines. Staff at St Michael's believe that their students are their best advertisement; confident, creative, capable and competitive.

St Michael's School is a small but extremely welcoming school, with the feel of an extended family. This strong family and community atmosphere is enhanced through close bonds with St. Michael's Parish and the wider community. St. Michael's motto is "Let Your Light Shine". This reflects the staff's commitment to encouraging each member of the school community to be prepared to use their God-given abilities for the benefit of the Manilla community as a whole.

St Michael's is located in Manilla, only a 40 minute drive from Tamworth. Manilla is a town of 2,500 people surrounded by rich countryside, local dams and national parks, which makes it an ideal place for those who enjoy boating and fishing, bushwalkers, and rock climbing enthusiasts. Manilla is internationally recognised as an exciting destination for sports flying including paragliding, hang gliding and sailplane gliding. Mount Borah hosts state and national paragliding competitions every year and in 2007 hosted the first Paragliding World Championship outside Europe. The town also

hosts the Manilla campdraft in September and the VRA Antiques and Collectors fair in October. Manilla is only a 40 minute drive to Tamworth, home of the Country Music Festival held every January. St Michael's and Manilla may be small in number but there is nothing small about the school or town!

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

## 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 negotiated with the successful applicant and concludes on 20 December 2022.

## Key Responsibilities

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

Key area	Task
<b>Support Aboriginal and other students in their learning</b>	<ul style="list-style-type: none"><li>● Support all Aboriginal children in their learning</li><li>● Observe Aboriginal students' progress and behaviour in learning situations/activities</li><li>● Assist individual students with literacy and numeracy under the guidance of the classroom teacher</li><li>● Provide feedback, in conjunction with teachers, to Aboriginal students regarding their academic attainment</li><li>● Assist the teacher in the preparation of teaching aids to support the learning of Aboriginal students</li><li>● Provide positive role models to students</li><li>● Encourage Aboriginal students to participate in excursions and other school activities</li></ul>

	<ul style="list-style-type: none"> <li>● Communicate in a clear, respectful and professional way in order to optimise each student's development</li> <li>● Maintain professional confidentiality with regard to students and their families.</li> <li>● Attend all lessons and be punctual to class</li> <li>● Be proficient in the use of ICTs as a teaching and administrative tool.</li> <li>● Create a safe learning environment which stimulates learning, promotes excellence, and accepts and acknowledges the needs of students to be both challenged and supported</li> </ul>
<p><b>Promote Aboriginal Community Involvement within the school</b></p>	<ul style="list-style-type: none"> <li>● Liaise with Aboriginal parents/care-givers, community and staff</li> <li>● Be a point of contact within the school for Aboriginal parents/care-givers, in conjunction with the principal</li> <li>● Maintain ongoing contact with parents/care-givers, including home visits</li> <li>● On invitation from parents and principal, become involved in the local P &amp; F and or Schools Advisory Council</li> <li>● Promote the involvement of Aboriginal parents/community in P &amp; F committees, the School Advisory Council and other elements of the school's decision making bodies</li> <li>● In conjunction with principals and other staff, inform parents/care-givers about school policies and practices</li> <li>● Assist school staff in giving explanations regarding subject/career issues to parents/care-givers and students</li> <li>● In conjunction with the school community, promote the enrolment of Catholic Aboriginal students</li> </ul>
<p><b>Provide Input Regarding Aboriginal Perspectives into all School Life</b></p>	<ul style="list-style-type: none"> <li>● In conjunction with and the support/assistance of Aboriginal and school community, organise cultural activities for the school</li> <li>● Assist the school staff and community with the co-ordination of NATSIC (National Aboriginal and Torres Strait Islander Celebrations)</li> <li>● Assist teachers and other staff to respond appropriately to Aboriginal students and Aboriginal parents/care-givers.</li> </ul>
<p><b>Contribute to the appreciation and understanding of Aboriginal culture within the School Community</b></p>	<ul style="list-style-type: none"> <li>● Provide cultural input to units of work being taught in the school.</li> <li>● Recommend resources which are of an acceptable standard for use in the school.</li> <li>● Assist teachers to identify opportunities to incorporate Aboriginal perspectives in their classroom.</li> <li>● Direct teachers to advisory services relating to Aboriginal culture (regional and central).</li> </ul>

<b>Self management with respect to undertaking these duties</b>	<ul style="list-style-type: none"> <li>● Undertake on-going training/study / professional development.</li> <li>● Meet with the principal on a regular basis to discuss community issues and cultural matters.</li> <li>● Carry out other duties as directed by the principal.</li> <li>● In consultation with the Armidale Diocesan SME Indigenous Education K-12, attend to other matters appropriate for the position.</li> </ul>
<b>Other duties</b>	<ul style="list-style-type: none"> <li>● Communicate with, and establish effective and cooperative working relationships with teaching and non-teaching colleagues.</li> <li>● Help to enable the best use of shared resources.</li> <li>● Undertake playground supervision according to rosters as required.</li> <li>● Attend and actively participate in staff and faculty professional development meetings, as required.</li> <li>● Carry out administrative tasks thoroughly and punctually.</li> </ul>

St Michael's Manilla reserves the right to alter roles and responsibilities and requirements as required.

### **General expectations of staff at St Michael's Manilla**

- 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 St Michael's is conditional upon successful applicants having or obtaining a valid and current NSW Working with Children Check Clearance

### **Selection criteria**

#### **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 Bronwyn Underwood, Principal on 02 6785 1757 or email [bunderwood@arm.catholic.edu.au](mailto:bunderwood@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.

## **Vaccination Requirements**

All NSW school staff are required to have received two doses of an approved COVID-19 vaccine or have a valid contraindication medical certificate in accordance with the [Public Health \(COVID-19 Vaccination of Education and Care Workers\) Order 2022](#). These requirements are essential to gain employment with the Catholic Schools Office Diocese of Armidale. Your vaccination status may be discussed as part of the recruitment and selection process.

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