

Aboriginal Education Assistant (AEA)

St Michael's Primary School Manilla

Position Description

[Click here to apply.](#) Applications close 31 July 2024

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|-----------------------------|---|
| Enterprise Agreement | NSW and ACT Catholic Systemic Schools EA 2023 |
| Classification | General Employee - Classroom and Learning Support Services Stream |
| Salary range | \$43.90 - \$45.14 gross per hour (based on qualifications, skills & experience) |
| Reports to | Principal |
| Location | St Michael's Primary School, Manilla |
| Employment type | 40 hours per fortnight |
| Employment status | Temporary (Maternity Relief) |

About St Michael's Manilla

St Michael's Manilla offers quality teaching and learning in a supportive and challenging environment to 95 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 30 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, concluding 11 April 2025.

Key Responsibilities

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

| Key area | Task |
|--|---|
| <p>Student Engagement & Connections</p> <p><i>(Support Aboriginal and other students in their learning)</i></p> | <ul style="list-style-type: none"> ● Support Culture and Identity within the school community: strengthen connections to and pride in Aboriginal culture and heritage. ● Support all Aboriginal students in their <i>Learning and Wellbeing</i>. ● Engage and lead Aboriginal students' learning journey through cultural connections/activities : <i>Cultural Learning is priority to Identity</i>. ● Encourage Aboriginal students to experience a positive experience and participate in transition, excursions and other school activities/ extracurricular.. ● Support and provide feedback to families and staff regarding Aboriginal students through the CSO <i>Cultural Learning or Pathways Plans</i>. ● Assist staff in preparation of resources to support the learning and engagement of Aboriginal students. ● Communicate in a clear, culturally respectful and professional way in order to optimise each student's development and aspirations. |
| <p>Community Connections</p> | <ul style="list-style-type: none"> ● Communicate with Aboriginal parents/care-givers and community. ● Assist staff in community cultural connections by providing culturally appropriate information in all aspects within Aboriginal Education to the wider community. ● Promote school events within the community/ communities |

| | |
|--|---|
| <p><i>(Promote Aboriginal Community Involvement within the school)</i></p> | |
| <p>Learning</p> <p><i>(Provide Aboriginal Perspectives into all School Life & Contribute to the appreciation and understanding of Aboriginal culture within the School Community)</i></p> | <ul style="list-style-type: none"> ● Engage individual students with literacy and numeracy or other curriculum activities, under the guidance of the classroom teacher. ● In collaboration with and the support of Aboriginal staff and community lead authentic cultural activities and learning for ALL students and staff through authentic partnerships :National Apology Day, Reconciliation Week, NAIDOC, National Aboriginal Literacy Day etc. ● Provide cultural input to Aboriginal perspectives , histories and culture into curriculum taught at the school. ● Recommend culturally appropriate teaching resources. |
| <p>Leadership & Workforce Development</p> | <ul style="list-style-type: none"> ● Meet with the Principal or Team Leader on a <i>regular basis to discuss student learning & wellbeing, community issues and cultural matters.</i> ● Carry out other duties as directed by the Principal. ● In consultation with the Armidale Diocesan SME:Indigenous Education K-12, attend to other professional matters appropriate for the position. ● Communicate with, and establish effective and cooperative working relationships with teaching and non-teaching colleagues. ● Undertake on-going training/study / professional development as required. ● Undertake duties according to rosters as required. ● Attend and actively participate in staff and faculty professional development meetings, as required. |

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 judgment.
- Act in a professional and respectful manner at all times
- Employment is conditional upon successful applicants having or obtaining a valid and current NSW Working with Children Check Clearance

Selection criteria

Essential criteria

- **Aboriginal Identification: This is an Aboriginal Identified role where Aboriginal identity, cultural knowledge or connections are a genuine aspect of the role. Positions are specifically noted under the provisions of the NSW Anti-discrimination Act (1977).**
(When applying for an Aboriginal identified position, applicants must provide confirmation of Aboriginality and a certified statutory declaration upon interview as defined in the Confirmation of Aboriginality Guidelines)
- Demonstrated ability and understanding to work with students of Aboriginal & Torres Strait Islander heritage and assist in building their self-esteem, encourage cultural identity and pride.
- Effective communication and interpersonal skills for building relationships with the Aboriginal and Torres Strait Islander parents/carers.
- Demonstrated knowledge of the local Aboriginal and Torres Strait Islander community / communities to build effective and authentic relationships with the school.
- Demonstrated ability to lead student group/s learning activities.
- Share cultural knowledge with students and staff.
- 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.
- Willingness to undertake Professional Learning opportunities and training as required by schools, Diocesan , this includes 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

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.