St Mary MacKillop College
CHOOSE LIFE WITH COURAGE

First Nations Liaison Officer

Location	St Mary MacKillop College K - 12
Accountability	Principal
Reporting to	The Head of Catholic Identity & Mission
Category	WA Catholic School Support Staff Enterprise Agreement 2024
Qualifications	Cert III in Education Support desirable
Tenure	0.8FTE Temporary Leave Replacement, 1 January 2027 - 24 September 2027

PURPOSE OF THE POSITION

The First Nations Liaison Officer (FNLO) will work directly with the Aboriginal students and their families at St Mary MacKillop College. The work of the FNLO is directly focused on improving the access and engagement of Aboriginal students and their educational outcomes. The FNLO will aim to provide a secure learning environment for the students and will provide a referral point for Aboriginal families and agencies within the region.

You will identify as an Aboriginal or Torres Straight Islander under Section 50(d) of the Western Australian Equal Opportunity Act.

CORE RESPONSIBILITIES

Student Learning:

- Support Aboriginal students within the classroom, promoting their effective engagement in the teaching and learning process.
- Support Aboriginal students within the classroom providing pastoral care.
- Work collaboratively with the respective teachers to ensure the effective delivery of the outcomes as required in the curriculum.
- Act as a mentor and be available for consultation with Aboriginal students.
- Arrange tutoring and homework support for individual students as required.
- Provide cultural advice as required and arrange/participate in cultural awareness sessions for students and staff.
- Be aware of and advise on current Aboriginal Education Programs.
- Attend meetings and/or professional development as required by the Principal or delegate.

Continued over page

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First Nations Liaison Officer continued

Family/Community Liaison:

- Forge strong links amongst the Aboriginal students, their families and College staff.
- Inform relevant College staff of issues relating to Aboriginal students enrolled within the school.
- Home visits to parents/guardians to convey information on issues such as school policies and procedures, curriculum issues, Aboriginal Parent activities, etc.
- Represent the school within the community as required.
- Engage with relevant agencies to promote the engagement of Aboriginal students within the College and wider community.
- Liaise with the Catholic Education Office and other agencies with regard to resources, curriculum materials and Aboriginal Education Programs.
- Develop a network of resource persons/guest speakers.
- Inform the Principal and College staff of current issues/trends within the Aboriginal community.
- Assist with relevant funding applications that may enhance meaningful opportunities for Aboriginal students.
- Submit a report on the achievements of Aboriginal students for the College Yearbook.

Integration of Aboriginal Perspectives within the College Community:

- Assist with arranging appropriate activities for events of significance such as Reconciliation, NAIDOC, etc. and, where appropriate, involve local Elders.
- Assist with arranging guest presenters/role models to visit the school.
- Assist the College Leadership Team (CLT) in ensuring that College staff are aware and respectful of relevant aspects of Aboriginal culture.

College Community:

- Support the Principal, the Staff and the College Community in promoting and upholding the religious, social and educational values of the College.
- Contribute appropriately and actively support the implementation of the Annual Improvement Plan as part of the College's overall Strategic Plan.
- Fully participate in the life of the College and act as a positive role model for staff and students in this regard.
- Actively promote the engagement and achievements of the Aboriginal students within the College and explore new and exciting ways in which to develop further opportunities.
- Seek to attend appropriate and relevant network meetings and professional development opportunities as provided by CEWA or other such organisations.
- Undertake any other duties or responsibilities that may be assigned by the Principal.

Continued over page

First Nations Liaison Officer continued

Additional Role Components:
All staff are required to:

- Actively contribute to the maintenance of the Catholic Ethos of St Mary MacKillop College.
- Take an active part in the co-curricular aspects of College life.
- Attend staff meetings, and/or other College functions as the Principal may require.
- Undertake any other duties or responsibilities that may be assigned by the Principal.

Work, Health and Safety
Your responsibilities as an employee include:
Having a duty of care to ensure the safety, health and welfare of all staff, students, their parents, community members and other persons who are legally present on school premises, School premises include places away from a school campus such as a campsite or where school excursions may take place from time to time.

- Ensure an understanding and compliance of the College OHS policy.
- Create a culture of safety that precipitates the development, maintenance and promotion of a healthy working environment.
- Complying with, as far as practicable, all instructions given to you to ensure your own safety and health.
- Prompt reporting of any hazards or incidents/accidents to your Leader including damaged College property.

Code of Conduct
You are responsible for ensuring you act within the framework of the College's Code of Conduct