Aboriginal Education Officer Statement of Duties

The NSW Department of Education serves the community by leading the provision of world-class education. The department protects young children by regulating preschool and long day care providers. Once children move into school, we provide them with a world-class primary and secondary education. We also work to advance the wellbeing of Aboriginal and Torres Strait Islander people.

Primary purpose of the role

The Aboriginal Education Officer provides mentoring and support to Aboriginal and/or Torres Strait Islander students and their families by assisting school staff to improve the learning, cultural understanding and wellbeing for Aboriginal and /or Torres Strait Islander students.

Reporting

The Aboriginal Education Officer report to the principal or nominated delegate (teaching executive).

General duties

Working with teachers to:

- assist Aboriginal students in all school activities, including excursions
- discuss with Aboriginal parent/s, carers and/or guardians the educational needs and aspirations of their children
- identify and collaboratively assist in developing resources to support the learning outcomes of Aboriginal students
- assist in the development and implementation of personalised learning pathways for Aboriginal students
- establish and maintain effective relationships between Aboriginal parents, carers and/or guardians, the Aboriginal community and school staff.

Working as part of a school team to support Aboriginal students to enhance their:

- participation in school programs
- attendance and retention.

Liaising with the principal and staff:

- on protocols for interacting with the Aboriginal community in relation to staff and Aboriginal students in the school, and Aboriginal education activities
- where appropriate, be a point of contact to support staff and students with gaining a deeper understanding of the Cultural expectations and nuances regarding Aboriginal students.

Other duties:

- to undertake the provision of first aid and administration of medications for students as required
- related duties within the scope of the role as asked by the principal.

Skills/Qualifications

Aboriginal Education Officers will need to satisfy the following requirements:

Type	Essential	Desirable
Qualifications / certifications	Aboriginality*. Working with Children Check Clearance. First Aid Certificate or willingness to undertake First Aid training. Administration of Medications – training to be provided based on student needs. Knowledge of and commitment to the Department's Aboriginal Education Policy and the Department's Partnership Agreement with the NSW AECG.	

Skills / work experience	Understanding of the needs of Aboriginal students. Effective oral and written communication skills. Knowledge of Aboriginal Communities and Cultures. Ability to interact with Aboriginal students and their parent/s, carer/s, and/or guardian/s. Experience working as part of a team. Knowledge of the local Aboriginal Community.	Experience working with children and young people in a school or pre-school environment. Experience working with children and young people in local or state government non-school settings.

*Please note: Aboriginality is a genuine occupational qualification and is authorised by Section 14 of the *Anti-Discrimination Act 1977*. When applying for Aboriginal identified roles, a successful applicant who is not already identified as Aboriginal and/or Torres Strait Islander with the department must provide confirmation of Aboriginality via approved documentation as defined in the Department's Confirmation of Aboriginal and/or Torres Strait Islander descent procedure. Applicants or hiring managers requiring further information or support on the process to confirm Aboriginal and/or Torres Strait Islander descent should contact the Department's Aboriginal and Torres Strait Islander Recruitment and Advisory team at AboriginalEmployment@det.nsw.edu.au.