Indigenous Education Co-ordinator (IEC)
Position Description

Faculty: Learning Enhancement Team
Supervisors: Curriculum: Head of Learning Enhancement
Program Operations & Strategy: Head of Middle School

Classification: Full Time

Mandatory Qualifications

The IEC must have:-

- Teacher registration with Queensland College of Teachers
- A passion for improving the educational opportunities and wellbeing of Indigenous students
- Knowledge of Indigenous cultures and an accurate perspective on the beliefs and perceptions of Indigenous people
- Excellent communication skills and the ability to build networks with Indigenous persons, including Elders from a range of communities
- A thorough understanding of Government funding processes e.g. ABSTUDY and a willingness to collaborate with other funding bodies e.g. Doug Hall Foundation, WCCCA, Yalari etc.
- Exceptional organisational skills and ability to effectively manage their time and energy
- Excellent ability to collaborate with a wide range of staff including the Registrar, Finance Department, Boarding, and Homestay staff
- Experience in dealing with Indigenous families and articulation of the expectations of the College as partners in their child’s/children’s learning
- Experience in co-ordinating a team to achieve program goals

Desirable qualifications & experience

- Experience in an educational setting
- A working knowledge of the QLD Government’s guideline document “Indigenous Perspectives- Curriculum and Pedagogy.”
- Pastoral care experience with school-aged children
• Experience and/or willingness to source information and materials necessary to develop a Reconciliation Action Plan (RAP)

**Job Requirements (general)**

• Work across all areas of John Paul College and also the homestay environment

• Manage and support the holistic educational experience for Indigenous students attending JPC

• Develop, implement & maintain an Indigenous education program that is culturally and historically appropriate to maintain the student’s Indigenous heritage & their home language

• Develop networks and links with the local and wider Indigenous communities

• Develop successful partnerships across all the areas of the school community to ensure that the special needs of Aboriginal and Torres Strait Islander students are recognised and accommodated

• Undertake professional development in the area of Indigenous education and culture to ensure currency with best practices and knowledge in this area

**Job Requirements (specific)**

The job is required to deliver the following five (5) key areas to successfully co-ordinate the program at John Paul College:

1. **Programme Co-ordination**

   • Liaise with the Registrar and Finance Department regarding all potential enrolments including funding arrangements for each student

   • Oversee the transition of students (in collaboration with the Head of Year) – prior to start and at the beginning of each school term

   • Assist with embedding Indigenous perspectives into curriculum with current staff.

   • Write annual reports, JPC articles, e-news articles

   • Manage budget across school areas in collaboration with Heads of School

   • Liaise with Heads of School and the Headmaster regarding program (each semester) and student progress

   • Seek funding as directed by the Headmaster or other members of the Executive team

   • Develop, implement and maintain RAP (Reconciliation Action Plan) specific to JPC
2. Curriculum and Pedagogy

Entry
- Assist in the monitoring and assessment of student literacy and numeracy levels to determine appropriate placement e.g. JPC Ready, Academic Skills Program, In-class support etc.
- Assist teaching staff with assessment modification where required
- Use the Aboriginal and Torres Strait Islander Bandscales to assess students’ English proficiency, and record this in the school database.

Placement
- Organise individual learning programs and timetables for students. This includes in-class support, and withdrawal support. Follow up student assessment and classwork.
- Input with other staff into curriculum areas to support Indigenous Education – meeting guidelines of the Australian Curriculum
- Source after school tutors for assignment and homework directed help

Teaching
- As a member of the Learning Enhancement Team, teach a 0.2 load in one of the following programs: Academic Skills, JPC Ready, Integrated Studies etc.

3. Co-Curricular
- Direct students to co-curricular areas where they have an interest or a talent.
- Liaise with Sport and Performing Arts staff and groups
- Assist students to participate fully in co-curricular activities and supporting them to attend practices regularly
- Support students to access the appropriate uniforms and required equipment in order to fully participate in the cocurricular program
- As a staff member, fully support the JPC co-curricular program as outlined in the staff EBA e.g. coach, manager, performance ensembles etc.

4. Support and Pastoral Care

School (JPC Staff, Parent, Student body)
- Support and educate staff, parents and students through cultural awareness sessions, meeting agenda items, dissemination of information.
• Support staff to create learning environments that support Indigenous Learners

• Link with Elders for community gatherings, support and interaction

• Support staff with the pastoral care of Indigenous students

• Professional development of College staff in understanding Indigenous culture/issues/teaching & learning pedagogy

• Meet regularly with Indigenous students to ensure they are meeting the College’s high expectations

Indigenous parent/family

• Travel, source and interview prospective students for enrolment at John Paul College in conjunction with Heads of School and other members of the College

• Conduct regular visits or phone conversations with parents of Indigenous students about progress and pastoral care needs of their child

• Assist families to be able to visit the school and families as required

• Organise student and carer travel itineraries, through ABSTUDY and other appropriate organisations, for travel between school and community/home

Homestay

• Liaise with the JPC Homestay co-ordinator and to find Homestay families sensitive to the needs of indigenous students

• Review and update annually the Indigenous Student Homestay Handbook

• Organise a gathering of Homestay families with their Indigenous students at least once a term

• Educate Homestay (potential and current) families and provide information about the special considerations and adjustments required in Indigenous Homestay

• Assist Homestay students with medical appointments, at start of term and ongoing, as required

• After hours availability to support students and/or families as required

• Co-ordinate transport to and from Homestay and their homes/community during holidays if they do not stay in Homestay for holidays
5. Community

- Organise key celebrations: NAIDOC Week, Harmony day, Reconciliation Week and others as appropriate

- Organise excursions: e.g. Cherbourg, Murri School, Career and University expos etc.

- Foster and continue partnership with Australian Indigenous Mentoring Experience (AIME) and ensuring attendance of JPC Indigenous students at the appropriate time

- Support the Fair Go Australia Interschool Touch and Football competition through promotion to students and attendance at the carnival

- Promote the Indigenous program within the school community

- Liaise with the Property Services team to establish Indigenous space/display/garden etc. to create sense of belonging for Indigenous students, and to educate non-indigenous students

- Liaise with local schools and develop support networks in Logan/Brisbane regions

- Medium rigid or light rigid bus licence or willingness to get one

- First Aid Certificate