



St Norbert
College

ST NORBERT COLLEGE ROLE DESCRIPTION

TITLE: ABORIGINAL TEACHERS ASSISTANT

It is the vision of St Norbert College to create a Christian community which lives the Gospel values, offers a nurturing and inclusive school life for young people, and where our teaching staff provide an education which fosters the growth of our students pastorally, academically and socially and equips them with the means for life-long learning.

To be successful in the role you will be a supportive and active contributor towards the realisation of our vision, playing an important part in the culture of the College and the future of our students.

Aboriginal Teachers Assistants (ATA) play an important role in whole-school Aboriginal Education at Catholic schools. ATAs are Aboriginal people/person, whose responsibilities and duties are detailed in the Catholic Education Western Australia ATA Guidelines under the following three components:

1. Supporting Aboriginal students
2. Engagement and connections with the local Aboriginal community
3. Supporting the integration of the Aboriginal and Torres Strait Islander Histories and Cultures cross-curriculum priority

This is a part-time position for 2-3 days per week (with some negotiation). The contract will be renewed each year following a successful review in term three and the continued enrolment of Aboriginal students.

This position has been classified under section 50D of the Equal Opportunity Act and is only open to persons of Aboriginal or Torres Strait Islander descent.

CORE REQUIREMENTS

- Be supportive of the Catholic and Norbertine ethos of the College.
- Be willing to contribute and participate in College activities.
- Hold a current Department of Education and Training Police Clearance and a Working with Children Clearance.
- Abide by the guidelines contained in the CEWA Code of Conduct.
- Professional standard of dress and grooming.

PROFESSIONAL REQUIREMENTS

- Well-developed planning and organisational skills.
- Proficient communication and interpersonal skills.
- Able to interact with students of varying ages.
- Able to work as an individual as well as part of a team and follow instructions.
- Strong computer skills and comfortable using technology, particularly Microsoft Word and Excel.
- Well developed problem solving skills.
- Able to use initiative.

Knowledge

- Knowledge of Aboriginal educational programmes and a demonstrated ability to communicate sensitively and effectively with Indigenous Australian people.
- A demonstrated knowledge and understanding of Aboriginal and Torres Strait Islander societies and cultures and the issues affecting these cultures in Australian society.

Desirable

- Working in an educational environment, and harnessing Aboriginal studies within a curriculum.
- Experience in working with Aboriginal youth.

PROFESSIONAL RESPONSIBILITIES

The Aboriginal Teaching Assistant is responsible for:

Assisting classroom teachers in fostering access, participation and learning for all Indigenous students, including those students who have individual education plans and may be experiencing barriers to their learning.

DUTIES

Student Support

- Being available for consultation with Aboriginal students.
- Following up concerns with these students.
- Assist indigenous students with equipment and/or note taking.
- Provide support to students to enable them to organise their work and complete assignments by the due date.
- Provide on-going support to indigenous students in VET/School Based Traineeships and similar placements.

Classroom and Staff Support

- Assist teaching staff to create/modify worksheets.
- Aide staff on school excursions, camps, retreats, sports events etc.
- Assist the Deputy Principal to create and organise Indigenous awareness projects.
- Provide the Co-ordinator of Learning Support with administrative assistance for funding applications, data entry, research etc.
- Provide the Deputy Principal with administrative assistance for funding applications, data entry, research etc.
- Observe indigenous students in day-to-day activities and report to staff.

After School Homework Centre

- Assist with the implementation and co-ordination of after school Homework Classes.

Professional Responsibilities

- Attend Professional Development days and Learning Support Team Meetings.

KEY WORKING RELATIONSHIPS

INTERNAL	EXTERNAL
Deputy Principal Co-Ordinator of Learning Support Entire staff and students	Parents Local government agencies (DEST)

AUTHORITY LEVELS

- Overall responsibility to the Principal, via the Co-Ordinator of Learning Support who constructs Education Assistant timetables through teacher consultation and evaluation of students needs. When working in the classroom the duty of care lies with the teacher.