

Aboriginal Education Worker

STATEMENT OF DUTIES

NOVEMBER 2019

Number	Generic
Portfolio	Schools and Early Years
Branch	NA
Section/Unit/School	Specified School or College
Supervisor	Principal
Award	Tasmanian State Service Award
Classification	General Stream Band 2
Employment Conditions	Permanent/Fixed-term, Full-time/Part-time Up to 73.5 hours per fortnight, 40 weeks per year. The occupants of these roles work for the duration of school terms only, consequently leave and other benefits are paid on a pro rata basis at the conclusion of Term 4 each year.
Location	Statewide

Primary Purpose

Provide advice, support and assistance to school(s) to support relevant strategies and frameworks that contribute to improvement in the attendance, participation and educational outcomes of Aboriginal students, and the awareness and respect for Aboriginal and Torres Strait Islander histories and cultures.

Level of Responsibility/Direction and Supervision

The occupant is responsible for supporting a range of cultural and educational programs and related activities for all students in the context of Australian Curriculum Cross-Curriculum Priorities in the school environment.

Responsible for the satisfactory completion of tasks that support improvement in the educational outcomes of Aboriginal and Torres Strait Islander learners.

With the support of the school and Aboriginal Education Services, receives instructions and guidance on work practices and processes in meeting expectations of the role.

It is the responsibility of the occupant to actively participate, promote and model behaviours which are consistent with the Department's commitment to the safety and wellbeing of children and young people. This includes the prevention, identification and reporting of child abuse and behaviours which are not consistent with the Department's values.

The occupant is responsible for complying with all Agency policies and procedures, including those relating to fraud and corruption control, record management, confidentiality, conduct and behaviour, mandatory reporting, education, training and assessment.

The Department has a range of delegations across the operational portfolio's which include Finance, People and Culture (P&C) and Facilities. The occupant is responsible for ascertaining the delegations that are assigned to these duties and is expected to exercise any applicable delegations prudently and in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements.

Primary Duties

1. Support Aboriginal and Torres Strait Islander learners by working with school leadership, teachers, support staff and parents/carers.
2. Work collaboratively with educators and Aboriginal Education Services to support the teaching of Aboriginal histories and cultures through classroom activities, school life and the school community.
3. Assist staff in developing appropriate, measurable goals in learning plans for Aboriginal and Torres Strait Islander learners.
4. Assist the school community to provide a culturally responsive and safe environment for Aboriginal and Torres Strait Islander learners.
5. Assist the school in supporting the social and emotional wellbeing of Aboriginal and Torres Strait Islander learners.
6. Participate in a range of Aboriginal Education Services activities as required to support culturally inclusive professional learning and curriculum delivery in schools.
7. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.
8. In accordance with the *Work Health and Safety Act 2012* the incumbent will actively participate in and contribute to the maintenance of safe working conditions and practices, including the development and implementation of improvement initiatives, safeguarding practices and all mandatory training requirements.

Selection Criteria

The following specific selection criteria must be addressed by candidates. The nominated position objective and duties contained in this statement of duties must also be used to assist in the interpretation of these selection criteria.

1. Knowledge of Tasmanian Aboriginal communities and histories, including traditional and contemporary Aboriginal culture.
2. Good communication skills, including the ability to communicate sensitively and effectively with Aboriginal people, all learners and the broader community.
3. An understanding of general educational processes and methods, or the capacity to acquire this knowledge.
4. Proven ability to use and adapt existing resources and programs, and the capacity to deliver them.
5. Proven time management, work organisation and problem solving skills, together with the capacity to work as a member of a team.
6. A demonstrated capacity to commit to the Department's values, with the ability to apply them through individual behaviours and actions.

Requirements

Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed and the status of these may be checked at any time during employment. It is the employee's responsibility to advise the Department if there is any change to the status of a registration/licence. This includes notifying the Department of any new criminal charges or convictions and/or if a registration/licence is revoked, cancelled or has conditions applied.

Essential

- Current Tasmanian Registration to Work with Vulnerable People (Registration Status – Employment)
- The Head of the State Service has determined that this position is an Aboriginal Identified Position and that it can only be filled by Aboriginal people or Torres Strait Islanders in accordance with Employment Direction 10 Aboriginal and Torres Strait Islander Employment in the Tasmanian State Service.

Desirable

- A current driver's licence

Working within the Department for Education, Children and Young People



Connection



Courage



Growth



Respect



Responsibility

Our values of **Connection, Courage, Growth, Respect, Responsibility** represent the foundation of our Department's culture and guide us in all that we do to ensure **Bright lives. Positive futures** for every child and young person in Tasmania.

We bring our values to life through our everyday behaviours and actions. We want to attract, recruit and retain people who uphold these values and are committed to building a strong values-based culture.

Our Department is committed to building inclusive workplaces and a workforce that reflects the diversity of the community we serve. We do this through a culture that ensures everyone is respected, and has equal access to opportunities and resources. We recognise and respect individual differences as well as people's career path, life experiences and education, and we value how these differences can have a positive influence on problem solving, team dynamics and decision making within our organisation.

We are committed to providing a safe workplace for all employees and have zero tolerance to all forms of violence, including child abuse and harm. The Department is a smoke-free work environment, and smoking is prohibited in all State Government workplaces, including vehicles and vessels.

Employment within the Department is governed by the *State Service Act 2000*. All employees are responsible for ensuring that the standards of behaviour and conduct specified in the State Service Principles and Code of Conduct are adhered to. All employees are expected to act ethically and with integrity in the undertaking of their duties. Employees who breach the code of conduct may have sanctions imposed.

The State Service Principles and Code of Conduct are contained in the *State Service Act 2000* and can be found on the State Service Management Office website at <http://www.dpac.tas.gov.au/divisions/ssmo> together with Employment Direction No. 2 *State Service Principles*. All employees must read these and ensure they understand their responsibilities.

All employees are expected to utilise information management systems in a responsible manner in line with the DECYP Condition of Use policy statement located at [Department for Education, Children And Young People: Information technology policies](#)

Commitment to Children and Young People

This is a Department built entirely for children, young people and their communities. Our ultimate goal is to work together to ensure that every child and young person in Tasmania is

known, safe, well and learning. The child is at the centre of everything we do, and the way we do it.

The Department is committed to providing a culturally safe environment which upholds the safety and wellbeing of all children and young people in Tasmania. The Department's Safeguarding Framework, *Safe. Secure. Supported.* underpins this commitment.

All employees must demonstrate and model behaviours which value and respect children and young people, show a commitment to child safety and wellbeing, and display an understanding of the developmental needs of children and culturally safe practices relevant to their position.

APPROVED BY P&C DELEGATE: 964915 – Manager Vacancy and Staffing Services – November 2019

Request:

Date Duties and Selection Criteria Last Reviewed: 11/19 VRH
