



POSITION DESCRIPTION

Position:	Indigenous Education Coordinator	Location:	CEO Rockhampton
Reports to:	Assistant Director: Teaching and Learning	Date:	August 2022
Classification:	CEO Scale	Status:	Full-time
Employee Name:			

Mission

The Indigenous Education Coordinator supports the mission of the Church, as delivered through Catholic Education. The role is designed to provide leadership for the realisation of our vision whereby Aboriginal and Torres Strait Islander students experience learning environments where they are supported academically, pastorally and culturally, and where they see themselves, their identities and cultures reflected in all aspects of school life; and where all staff and students are educated to strengthen a deeper understanding of reconciliation and appreciation and Aboriginal and Torres Strait Islander peoples, their histories, cultures and spiritualities.

Organisational environment

Catholic Education, Diocese of Rockhampton is one of five Diocesan Education Authorities throughout Queensland. The Diocese stretches from Bundaberg in the South to Mackay in the North and West to Longreach and beyond to the Northern Territory border. Schools and colleges provided by the Catholic Education Office are organised into four geographic regions. In each region these schools are supported by an Assistant Director Schools through whom communication between the principal and the local school community, on the one hand, and the Catholic Education Office (CEO), on the other hand, is maintained.

Each Catholic school is self-managing, but not self-governing. Each Catholic school operates according to the mandate of the Local Church, and its leader, the Bishop of the Diocese. The Bishop delegates responsibility for the provision of Catholic Education to the Director of Catholic Education.

The Catholic Education Office covers three areas of Ministry: Catholic schools, Adult Faith Education and Formation and Religious Instruction in state schools. In addition, it oversees the operation of Early Learning and Care Centres.

Purpose of the position

The Indigenous Education Coordinator ensures quality service to educational communities in the Diocese of Rockhampton by:

- leading for contemporary and effective education, high quality teaching and learning practices, and strong wellbeing outcomes through strategic planning and policy development
- developing a system-wide understanding of Aboriginal and Torres Strait Islander histories, cultures and spiritualities
- encouraging programs that build understanding and awareness of Aboriginal and Torres Strait Islander cultures as a valued part of our faith community, where Indigenous peoples are respected and contribute as active participants

- coordinating the Indigenous Education Support Team to actively promote excellent educational outcomes for all Aboriginal and Torres Strait Islander students through strategic planning, community partnerships, programs and support structures.

Key Duties

The duties of the Indigenous Education Coordinator include:

- Leading the Indigenous Education Support team including the processes of recruitment, induction, goal setting, review, and contract renewal
- Designing and leading professional development aligned with Reconciliation and Indigenous Education directions
- Facilitating implementation of best practice teaching and learning that fosters success, engagement, achievement, and wellbeing for Aboriginal and Torres Strait Islander learners
- Supporting schools to embed understanding and appreciation of Aboriginal and Torres Strait Islander Histories, Cultures and Spiritualities across the curriculum
- Promoting post-school pathways and successful transitions from school to work, training and further study
- Facilitating active engagement of Aboriginal and Torres Strait Islander students in leadership and enrichment programs
- Supporting schools to develop and implement Reconciliation Action Plans
- Developing strategies that affirm the knowledge and wisdom of Aboriginal and Torres Strait Islander people and encourage their contribution and participation in contemporary Catholic educational communities
- Developing and overseeing the implementation of annual budgets to align with strategic plans
- Developing and maintaining networks within and beyond Catholic Education
- Advising and reporting at a Diocesan and QCEC level in relation to Indigenous Education
- Performing other duties as required by the Assistant Director: Teaching and Learning

Authority limits

- Full authority is delegated to the role holder from the Director to produce the desired outcomes.

Reporting and other relationships

- The Indigenous Education Coordinator reports to the Assistant Director: Teaching and Learning.
- Significant relationships exist with CEO Leadership Team and other staff members of the Catholic Education Office, principals and school leadership team members.

Workplace Health and Safety responsibilities

Each staff member is responsible for ensuring his/her health and safety by:

- complying with health and safety instructions
- taking action to avoid, eliminate or minimise hazards
- making proper use of personal protective equipment
- not wilfully placing at risk the health and safety of own self and others
- seeking information and advice when necessary
- being familiar with hazard/accident/reporting and emergency evacuation procedures
- ensuring child safe practices are adhered to in all instances
- reporting any notifiable events to the relevant authorities.

(Workplace Health and Safety Act, Qld)