



ST. JOHN'S SCHOOL

12 Tamar St, Rangeway WA 6530
PO Box 7156, Geraldton WA 6531
Tel. (08) 9921 4166 Fax. (08) 9921 6753

Aboriginal Family Liaison Officer (0.6FTE)

**TEMPORARY from commencement to 31/12/2018,
possibility of extension into 2019
dependent on funding)**

**Will be considered as a combined position with advertise Aboriginal Teacher
Assistant position**

Closing date: Monday July 30th

Commencing ASAP, if possible:

A current Working With Children (www.checkwwc.wa.gov.au) **and**
Crimtrac Police Clearance (not a Federal Police Clearance)
must be included to be considered

*Applications may be sent 'Private and Confidential' to
The Principal, PO Box 7156 Geraldton WA 6531 or
maureen.barrett@cewa.edu.au
Phone: 99 200 100 Fax: 99 200 150*

St John's School Rangeway is a single stream, co-educational parish school, catering for 200 students from Kindergarten to Year 6. Geraldton is a vibrant coastal city, 420 from Perth and has a wide variety of attractions and facilities, while maintaining a country atmosphere.

St John's School was established in 1969 by the Presentation Sisters. The school has a strong emphasis on catering for children's needs and talents, with well established Literacy programmes and Early Literacy Interventions. The integration of ICT is a strong component of the learning experiences within the classrooms, including the use of the Mathletics programme. Specialist programmes include Blueearth Physical Education, Indonesian, Art, Music and ITC.

There is a strong sense of community and pastoral care within the school. The School Board and Parents and Friends Association have a strong commitment to develop and provide high quality facilities and resources to meet the needs of all students, as is evident in the provision of a well supported ICT laboratory, classroom facilities and hall.

Applications are invited from suitably qualified, dynamic and enthusiastic applicants to join our school community.

Position details: This position is within the St John's School Aboriginal Families as First Educator 0-4 Year old Abecedarian Playgroup.

ROLE:

- To support the playgroup facilitator to develop and deliver a range of culturally appropriate early learning programs for Aboriginal children (birth to 4 years) and
- to liaise with families, community members and agencies to engage them in the program.

PRIMARY ACCOUNTABILITIES

- Assist in the delivery of responsive and appropriate early learning and family support programs that meet the needs of Aboriginal children and their families, build on families' strength and add value to a range of Aboriginal child and family services within the community.
- Support the delivery of the Abecedarian Approach Australia (3A).
- Assist to establish and maintain close working relationships and networks with local community stakeholders.
- Maintain a leadership role within the community in aspects of information and advice on early learning and parenting.
- Provide links to the local community.
- Complete home visits, in accordance with school policy and AFaFE guidelines.
- Assist the playgroup facilitator with administrative tasks (including budgeting and reporting) to foster positive and inclusive learning environments.
- Work as part of a team with the principal, playgroup facilitator and project manager to effectively support families and communities.
- Participate in continuous professional development and accredited training, including Abecedarian Approach.
- Other duties discussed with Principal and AFaFE Manager/s

SHARED ACCOUNTABILITIES with the Playgroup teacher/facilitator

- Communication
- In the spirit of collaboration, contribute to and support the work of the St John's School to ensure channels of communication are effective within the St John's School Community
- Provide active witness to the Code of Ethical Conduct of the CEOWA and be supportive of the Catholic ethos of the School

Funding for this position is provided by the Federal Government, any duties other than the AFaFE program are at the school's cost

Selection Criteria:

Essential

- Cert 111 ACECQA approved qualification or working towards.
- Aboriginality is considered essential for this position under section 50(d) of the Western Australian Equal Opportunity Act.
- **A current Working With Children** (www.checkwwc.wa.gov.au) and **Crimtrac Police Clearance (not a Federal Police Clearance) must be included to be considered**
- <http://det.wa.edu.au/screening/detcms/navigation/screening-for-criminal-history/>

Required

- Experience in working in an Early Childhood setting.
- A proven capacity to work with Aboriginal families.
- Strong knowledge and connection to the local Aboriginal culture and the ability to promote it within the school community.
- Ability to communicate with staff, parents and children.
- Ability to maintain confidentiality.
- A demonstrated ability to work within a multidisciplinary team.

- A proven ability to meet project objectives and organisational goals.
- Strong levels of written and spoken communication skills
- Senior First Aid, Workplace Level 2, including anaphylaxis and asthma training or willingness to undertake such training.

Desirable

- Knowledge of the Early Years Learning Framework.
- Knowledge of the National Quality Standards.

Qualification/s Required

- Cert 111 ACECQA approved qualification or working towards.
- Accreditation to Work in a Catholic School or the ability to achieve the Accreditation

Applicants must be fully supportive of the objectives and ethos of Catholic education.

Applicants must submit curriculum vitae, including the names and contact numbers of three referees, one of whom must be the current employer.