

POSITION DESCRIPTION



The Cathedral School
of St Anne & St James
T O W N S V I L L E

ROLE TITLE:

Indigenous Student Engagement and Learning Officer

REPORTS TO:

Luke Bails (Principal)

Chris Anderson (Head of Middle School)

Sharon Cook (Head of Indigenous Student Engagement & Learning)

INDUSTRIAL AGREEMENT:

The Queensland Anglican Schools Enterprise Agreement

CLASSIFICATION:

School Officer - Teaching & Learning Level 2

DATE PREPARED:

June 2026

ORGANISATIONAL ENVIRONMENT

The Cathedral School is an Anglican co-educational school of approximately 1200 students from six weeks old to Year 12 including 150 boarding students from Years 7 to 12.

MISSION:

The mission of The Cathedral School is to be a caring, Christian community in which students are challenged and inspired to explore, learn, and grow so they will be equipped to make wise decisions as informed members of society.

AIMS:

1. To be a Centre for academic excellence.
2. To encourage an understanding that the spiritual and moral aspects of life are central to our humanity.
3. To affirm the unique worth of the individual.
4. To inspire our students through creative, purposeful, enjoyable learning, to reach their full potential.
5. To develop attitudes which are anticipatory, visionary, and reflective.
6. To educate our students to be discerning, sensitive, and responsible.

ORGANISATIONAL EXPECTATIONS

All employees are expected to respect the confidentiality of the individual, and to treat all members of the school community with courtesy.

All employees are bound by the requirements of the school's policies, procedures and any other practices (such as the Code of Conduct and Dress Code) and are expected to provide appropriate support and pastoral care to students of the school.

The Cathedral School is committed to maintaining a healthy and safe work environment. Everyone must adhere to the *Workplace Health and Safety Act*.

The Cathedral School is committed to the safety and wellbeing of children enrolled at the school. As a condition of employment in accordance with the *Working with Children (Risk Management and Screening) Act 2000 (Qld)*, employees are expected to obtain and hold for the duration of employment, their Queensland Teacher Registration.

Staff are required to take an active role and be well informed regarding their legal obligations in relation to child safety and duty of care. Staff must familiarise themselves and comply with the school's Student Protection Manual.

Proof of qualifications will be required prior to commencement.

The position description is a guide only and is not intended to be an exhaustive list of duties attached to this position. They may also vary over time to reflect the changing needs of the school. Employees may be required, from time to time, to undertake duties that are outside their usual role or specialism, but within their skills, competency, and capability.

Much of the information gleaned by staff during the course of their duties is confidential and should be treated as such. Staff shall not use confidential information to gain advantage for themselves, their related persons or for any other person or body, in ways which are inconsistent with their obligation to act impartially. Nor should such information be used improperly to cause harm or detriment to any person, body, or the school.

PRIMARY ROLE PURPOSE

The Indigenous Student Engagement and Learning Officer is a full-time term-time position as per the letter of offer. The position's primary role is to provide academic, pastoral, cultural and administrative support to Indigenous students (Years 7-12) and their families. The role is required to support classroom teachers to achieve learning goals for students.

Indigenous Student Engagement and Learning Officers are responsible to the Head of Indigenous Student Engagement and Learning and at times maybe requested to assist with other tasks as directed by the Principal.

The Cathedral School is committed to achieving the best educational outcomes for every student in our school. Our vision is to provide excellence in education through promoting the best interests of students, commitment to quality and personal accountability and to ensure the continued promotion of the philosophy of the school which is founded on the Mission Statement.

RELATIONSHIPS AND AUTHORITY

The Indigenous Student Engagement and Learning Officer is responsible to the Head of Indigenous Student Engagement and Learning and is required to follow direction from the Heads of School, and the relevant classroom teacher/s they work with for the day to day performance of duties.

Employees at this level are responsible for their own work and are accountable to the Head of Indigenous Student Engagement and Learning. The Indigenous Student Engagement and Learning Officer is expected to work in consultation with relevant staff within the school.

This level requires employees who have had sufficient experience and/or training to enable them to carry out their assigned duties under routine supervision with limited authority, using established procedures, practices, and instruction.

Problems are solved by reference to established practices and procedures, and the application of initiative or judgement in applying them or by reference to the Head of Indigenous Student Engagement and Learning.

Experienced employees may be required to provide peer guidance and assistance.

SKILLS AND KNOWLEDGE

ESSENTIAL CRITERIA

The Indigenous Student Engagement and Learning Officer will be required to meet the following Essential Criteria and actively work towards obtaining the desired Competencies, Knowledge & Skills.

Qualifications

- Certificate III in Education Support / Youth Support Worker is the minimum formal qualification.
- Current Suitably Working with Children 'Blue Card' or exemption notice.
- Current First Aid, CPR, Asthma & Anaphylaxis certificates are required and must be kept up to date.

Competencies, Knowledge & Skills

- Ability to work with a diverse group of students.
- Knowledge and understanding diverse cultural protocols and challenges faced by Indigenous students, families, and communities as they transition between community and boarding school.
- Ability to communicate effectively and sensitively (both written and oral).
- Ability to support the learning of Indigenous students through the implementation of culturally appropriate curriculum resources.
- Ability to provide culturally appropriate pastoral care to Indigenous students.
- Intermediate computer skills.
- Ability to work to deadlines demonstrating organisational and time management skills.
- Demonstrate the ability to work with others both individually and as a team member.
- Demonstrate initiative and flexibility in working with students.
- Ability to affirm the unique worth of each child.
- Problem solving.
- Behaviour management skills.

- Accept individual differences in ability, need and learning styles and always cater for these differences.
- Demonstrate abilities of reliability, tact, confidentiality, and discretion.
- A good role model in terms of behaviour, language, dress, grooming, hygiene, integrity.
- Basic understanding of occupational health and safety and anti-discriminatory practices.

KEY ACCOUNTABILITIES

As directed by the Head of Indigenous Student Engagement and Learning work with and assist young Indigenous students through:

CLASSROOM SUPPORT

- Be aware of the subject teacher's expectations of the students in the class and work with the teacher, actively participating in activities, intervening, and encouraging students where appropriate.
- Provide in-class support to students including help with understanding and guidance in completing assignment tasks and homework as directed by the Classroom Teacher and Head of Indigenous Student Engagement and Learning.
- Provide group and individual tutoring to students (in and out of class time) as directed by the Head of Indigenous Student Engagement and Learning. This may include withdrawing students from class to a separate study area to provide tutoring.
- Chaperone and participate in excursions when required.
- Assist in the supervision of education activities under the direction of a teacher.

STUDENTS

- Work with, mentor, support and monitor young Indigenous students to become independent learners.
- Mentor and assist students with understanding and provide guidance in completing assignment tasks and homework as required.
- Provide pastoral support to Indigenous students including initial orientation and ongoing cultural and personal development.

ADMINISTRATION

- Assist in a range of administrative duties as directed by the Head of Indigenous Student Engagement and Learning including sharing observations, photocopying, compiling student result records and filing.
- Ensure students support file records are up to date, collating results at the end of each term as directed by the Head of Indigenous Student Engagement and Learning.
- Assist in the collection of raw data to be used for band scaling of students as directed by the Head of Indigenous Student Engagement and Learning.

OTHER

- Actively supervise students throughout the day including playground duty.
- Actively support the school's Behaviour Management Policy and insist on acceptable standards of behaviour, including dress, in students.
- Work with Indigenous Student Engagement and Learning team to organise NAIDOC week celebrations and celebrate significant cultural activities and events (ie Harmony Day, National Apology Day) including arranging guest speakers and performers.

- Encourage students to take responsibility for their own actions and make them aware of the need to show respect for others in interpersonal relationships.
- Provide a positive, mature role model for students.
- Attend and assist with visits from cultural groups, guest speakers etc.
- Attend staff meetings, conferences, and staff in-service where necessary.
- Be clear about action to be taken in case of an emergency.
- Any other duties as directed by the Head of Indigenous Student Engagement and Learning.

FROM TIME TO TIME THE POSITION MAY BE REQUIRED TO PERFORM THE FOLLOWING TASKS

- Assist new students with transition to boarding school including:
 - Collecting students from airport;
 - Initial orientation of the school including introducing them to the Head of Boarding;
 - Sourcing of uniforms, stationery, and textbooks;
 - Assimilating students into the classroom;
 - Assisting students to locate allocated classes, lockers, and teachers;
- Check students are present at allocated times within the daily routines and follow up with students who are disengaged as directed by the Head of Indigenous Student Engagement and Learning.
- Liaise with staff and teachers to ensure the early identification of Indigenous education support needs and timely sharing of important information to support appropriate learning outcomes.
- Mentor and assist students to prepare for public speaking engagements/media interviews as required.
- Assist tutors in pastoral matters with Indigenous students.
- Assist teachers/school staff in behaviour modification by providing an insight into Aboriginal and Torres Strait Islander culture.
- Liaise with the Student Health Centre regarding medical and health issues on behalf of Indigenous students and chaperone students to appointments as required.
- Enhance Indigenous perspectives in all curriculum areas.
- Encourage students to consider further education and training beyond school.
- Assist with Abstudy travel program by travelling to collect and drop off students from remote communities at the commencement and end of each term as directed.
- Participation with out of school hours cultural events and school open days as required (i.e. School camps and excursions and Indigenous student term gatherings).

APPLYING FOR THE POSITION

Applicants wishing to apply for the position are required to submit a cover letter and resume outlining their experience providing 3 work references to which the school can contact. We will assess applications as they arrive, so please apply today!

All staff at Cathedral are expected to support the philosophies of the school, must either hold or be able to obtain a Blue Card and/or be registered with the Queensland College of Teachers. Applicants will be subjected to blue card screening, referee checks, identification verification, and will be required to disclose any information relevant to their eligibility to engage in activities involving children and young people.