



**Mercedes College**  
ASPIRE EXCEL LEAD

## POSITION DESCRIPTION

**Position:** Aboriginal Liaison Officer

**Reports to:** Deputy Principal - Pastoral Care

**Tenure:** On-going

**Status:** Part-time - FTE 0.40

**Commencement Date:** September 2024

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## COLLEGE BACKGROUND

Mercedes College is a Catholic school for girls in Years 7 to 12 owned by the Sisters of Mercy. Situated in the heart of the City of Perth and part of the City's heritage precinct, the College was the first foundation of the Sisters of Mercy in Australia and is the oldest girls' school in Australia on the original site of foundation.

Since 1846 Mercedes College has demonstrated a commitment to the highest quality educational experience for girls from a diversity of cultures and backgrounds. We aim for excellence in a learning environment where students are encouraged to take ownership of their educational journey and persevere to achieve their personal best.

We are inviting applications for the following position from individuals who will bring expertise, enthusiasm, innovation and a commitment to the shared Vision of the College. It is essential applicants be prepared to support the ethos, values and mission of the College.

## OVERVIEW OF THE POSITION

The Aboriginal Liaison Officer (ALO) will have direct engagement with the Aboriginal students and their families within the College community. They are dedicated to fostering a supportive learning atmosphere for the students and will serve as a primary contact for Aboriginal families.

This ALO will work with some supervision and will handle tasks that require basic skills to achieve specific goals set by the Principal. The successful applicant should have the ability to apply techniques, skills, and knowledge acquired through previous experience, learning on the job, or relevant qualifications.

This position is for 13 hours per week, 40 weeks per year (term time).

Remuneration will be dependent on years/qualifications as a Teaching Assistant.

## KEY DUTIES / RESPONSIBILITIES

### Pastoral

- Advocate and support the ethos, Mercy values and mission of the College
- Promote and maintain Gospel values and the Catholic tradition among all sectors of the College, including students, staff and parents
- Ensure all undertakings are student focused

### Responsibilities

- Provide a child-safe learning environment for all students
- Assist in the development of teaching programs, Individual Education Plans, or Curriculum Adjustment Plans when needed
- Provide support for teaching programs, including individual and small group sessions, as well as literacy and numeracy initiatives
- Act as a liaison between teachers, Principal, parents, and students to address matters such as school fee arrangements, attendance, and the transition from primary school to secondary school and post-school pathways
- Provide cultural advice as required and arrange/participate in cultural awareness sessions for students and staff
- Support Aboriginal students within the classroom setting and provide pastoral care
- Forge strong links amongst the Aboriginal students, their families and staff of the College
- Act as a liaison between Madalah Mentoring Scholarship program and the College
- Participate in school based decision making groups
- Assist with funding applications for relevant funding opportunities
- Be aware of and advise on current Aboriginal Education Programs
- Attend meetings and/or professional development as required by the Principal or delegate
- Arrange activities for events of significance i.e. Reconciliation and NAIDOC weeks
- Arrange guest presenters/role models to visit the school
- Assist the Enrolment Officer with the enrolment of Aboriginal students
- Inform the Principal or their delegate of current issues/trends within the Aboriginal community
- Record all parent contact in SEQTA
- Record all pastoral concerns and actions in SEQTA
- Maintain high standards of professional communication with all stakeholders

### Other

- Comply with the Mercy Education Limited Code of Conduct, management directives and approved policies and procedures
- Engage in the co-curricular life of the College
- Actively participate in the Work Health and Safety program at the College. This includes completing all Mercy Education Ltd modules within the time frame provided
- Assist in the coordination of and actively participate in various school functions
- Comply with the staff dress code at all times
- Attend events that maybe outside of school hours as required
- Any other duties as directed by the Principal or their delegate

## SELECTION CRITERIA

- Commitment to the ethos and values of Catholic and Mercy education
- Must be of Aboriginal or Torres Strait Islander descent; Identifies as such, and be recognised as a member of the Aboriginal or Torres Strait Islander community in which they live
- Act as a mentor for Aboriginal students and Torres Strait Islander students
- Ability to build strong connections among Aboriginal students, their families, and College staff
- Have sound organisational, interpersonal, and communication skills
- Show initiative, work independently and contribute to a team environment

## CONDITIONS OF EMPLOYMENT

Mercy Education Limited is the Employer of all staff at Mercedes College and employment will be subject to the terms and conditions of The Roman Catholic Archbishop of Perth Teachers Enterprise Bargaining Agreement 2015, Independent Schools Teachers Award 1976, Catholic Education Commission of Western Australia Policy Statements and school-based policy statements.

Support for the ethos and mission of the College as outlined in documents on our website: [www.mercedes.wa.edu.au](http://www.mercedes.wa.edu.au)

The successful candidate will also require:

- A current Working with Children Check Card (WWC)
- A National Police Clearance (no older than 90 days)
- Accreditation to work in a Catholic School or preparedness to work towards it
- Undergo Mandatory Reporting training
- Undergo Staff Code of Conduct training

## APPLICATIONS

Applicants must provide a covering letter addressing the selection criteria, a detailed curriculum vitae and the names of three referees, one of whom must be the current employer.

Please include all relevant documentation into one PDF document prior to submission.

Applications must be in writing addressed to the Principal, Dr Lucie McCrory, and emailed to [employment@mercedes.wa.edu.au](mailto:employment@mercedes.wa.edu.au) by 9.00am Monday 9 September 2024.

**We encourage you to apply as soon as possible as we reserve right to close this vacancy early.**

After consideration of all applications, a short-list will be developed. Interviews will be held as soon as possible after the closing date.

Confidential queries about this position are to be directed to Human Resources, [employment@mercedes.wa.edu.au](mailto:employment@mercedes.wa.edu.au).

