Role Description
Aboriginal Student Support Officer

The Armidale School

TAS is an Anglican boarding and day school with a co-educational Junior School (Transition to Year 5), and Middle School (Year 6-8) and Senior School (9-12) for boys only. The School has an enrolment of approximately 600 students, including 200 boarders. TAS values and actively pursues individual academic performance and effort, but a TAS education is a comprehensive one, presenting every student with the experiences that create character and resilience, promote creativity, initiative and leadership and prepare them for life. We are proud of our history and traditions and membership of the GPS, yet at the same time we are liberal and progressive. TAS staff are intrinsically involved in all aspects of the co-curricular program, allowing them to build greater understanding and rapport with each student.

The Role

The school is seeking to appoint a suitably qualified (Bachelor degree minimum but not necessarily a teaching degree) person to commence in Term 1 2015 for a part-time ‘fixed term’ contract of one year. A successful background in a similar role and extensive experience with aboriginal liaison would be advantageous.

Position Statement

The fundamental purpose of this position is:

• To support the TAS Aboriginal boys collectively and through one-on-one academic intervention sessions (around one 45-minute session per student per week and attending the TAS Homework Centre Mon-Thus afternoons for Yrs 7-10).
• To promote Aboriginal education, encourage students and support parents.
• To work with teachers to understand the needs of Aboriginal boys and to assist Aboriginal students achieve their potential.
• To keep the Aboriginal families informed of students’ progress and achievements, and of other issues related to the School including: parent/teacher interviews, school activities, sport, new programs and the like.
• To work alongside the Director of Pastoral Care (and other relevant staff) in supporting the Aboriginal students both pastorally and academically.
• To work with Director of Pastoral Care towards maintaining relationships with key bodies (Australian Indigenous Education Foundation (AIEF), Yalari, AECG etc).
• To support the students in preparing for post-School pathways.
Essential Criteria

- Strong leadership skills.
- Well-developed interpersonal, written and oral communication skills appropriate to a range of contexts.
- A commitment to work with and within a collaborative team environment and offering specific support to the Director of Pastoral Care.
- Well developed organisational skills, including the ability to work to deadlines and coordinate with other staff members.
- Exceptional problem solving skills and the ability to mediate and resolve matters with parents, students, staff and the broader community.

Remuneration Package and Conditions

Salaries and conditions for the position are governed by the Independent Schools NSW (Support & Operational Staff) Multi-Enterprise Agreement 2015-2017 or any instrument that replaces the award and salary levels are in most cases equivalent to or above the State Schools’ Award.

The successful applicant will be expected to work 25 hours per week (0.48 fte) during term time only (38 weeks per year) and will be remunerated for a one year ‘fixed term’ contract as a School Assistant – Level 3.

Applications

Applicants for this position are expected to complete the school Academic Staff Application form (available for download on the school website or from Reception reception@as.edu.au or 67765800) and provide the name and contact details of at least two current referees. Printed references may also be included with the applicant’s curriculum vitae. All applications should be addressed to the Executive Assistant to the Headmaster, The Armidale School, Locked Bag 3003, Armidale NSW 2350. Applications may be faxed to (02) 6776 5830 or emailed to employ@as.edu.au.

The closing date for applications is Monday 8 December.