

# NSW DEPARTMENT OF EDUCATION

## Statement of Duties – Aboriginal Education Officer (AEO)

The NSW Department of Education serves the community by leading the provision of world-class education. The department protects young children by regulating preschool and long day care providers. Once children move into school, we provide them with a world-class primary and secondary education. We also work to advance the wellbeing of Aboriginal people.

### Primary Purpose of the Role

Aboriginal Education Officers provide assistance to teachers, Aboriginal students and their families to support improved learning, welfare and well-being outcomes for Aboriginal students.

**Reporting** – The Aboriginal Education Officer works under the supervision and direction of the principal or delegate.

**General Duties** – Aboriginal Education Officers are required to:

Work with teachers to:

- Assist Aboriginal students in all school activities, including excursions.
- Discuss with Aboriginal parents the educational progress of their children.
- Identify and develop resources to support the learning outcomes of Aboriginal students.
- Assist in the development and implementation of personalised learning plans for Aboriginal students.
- Support Aboriginal cultural awareness for all students with particular reference to Aboriginal students.
- Help maintain effective relationships between Aboriginal students, Aboriginal parents, the Aboriginal community and school staff.

Work as part of a school team to support students:

- to undertake the provision of first aid and administration of medications for students as required;
- in relation to their school participation and programs; and
- in relation to their attendance and retention.

Liaise with the principal and school staff on protocols for interacting with the Aboriginal community in relation to staff and Aboriginal students in the school and Aboriginal education activities.

Other Duties:

- Performing other related duties as required by the Principal or delegate.

**Skills/Qualifications** – Aboriginal Education Officers will need to satisfy the following requirements:

<b>AEO</b>	<b>Essential</b>	<b>Desirable</b>
Qualifications/Certifications	<p>Aboriginality*</p> <p>Working with Children Check Clearance</p> <p>First Aid Certificate or willingness to undertake First Aid training</p> <p>Administration of Medications – training to be provided based on student needs.</p> <p>Knowledge of and commitment to the Department’s Aboriginal Education and Training policies.</p>	
Skills/Work Experience	<p>Understanding of the needs of Aboriginal students.</p> <p>Effective oral and written communication skills</p> <p>Knowledge of Aboriginal communities and cultures.</p> <p>Ability to interact with Aboriginal students and parents.</p> <p>Experience working as part of a team.</p> <p>Knowledge of the local Aboriginal community.</p>	<p>Experience working with children and young people in a school or pre-school environment.</p> <p>Experience working with children and young people in local or state government non-school settings.</p>

\*Please note Aboriginality is a genuine occupational qualification and is authorised by Section 14 of the Anti-Discrimination Act 1977. When applying for Aboriginal identified roles, applicants must provide confirmation of Aboriginality via a certified statutory declaration upon interview as defined in the **Confirmation of Aboriginality Guideline**. Applicants or hiring managers requiring further information on the Confirmation of Aboriginality Guideline should contact the department’s Aboriginal Employment Unit at [aboriginal.employment@det.nsw.edu.au](mailto:aboriginal.employment@det.nsw.edu.au)