



Title	Indigenous Student Co-ordinator
Organisation Unit	Whole School
Reports to	Deputy Head – Teaching, Learning and Wellbeing Ultimately, all positions report to the Headmaster
Employment Type	Part-time
Work location	201 Forest Street, Wendouree, Victoria 3355, and other locations as required.

1. ABOUT BALLARAT GRAMMAR

Ballarat Grammar is one of regional Australia's leading co-educational schools with a proud history dating back to 1877 and a flourishing community of over 2,000 students from 6 months to Year 12, including around 270 boarders.

With three campuses, an extensive array of first-class facilities and a range of challenging and diverse programs, we provide rich opportunities for our students to learn to thrive.

The 'essence of Grammar' is based on wellbeing. Steeped in the Anglican tradition, we invest in our values in preparing our students to develop into positive and resilient individuals intent on establishing their own pathways in the world.

We want our students to graduate with a deep understanding of the world and of the people in it. As an active member school of Round Square our students are supported to take on challenges that demand courage, generosity, imagination, principle and resolution.

We take tremendous pride in maintaining a dedicated team of staff and we seek to employ people of the highest calibre. Our experienced Board of Directors is committed to ensuring all students are provided with the very best opportunities and potential for growth.

2. STUDENT SAFETY STATEMENT

Ballarat Grammar is committed to zero tolerance of child abuse in every form and all allegations and safety concerns will be treated very seriously and consistently with our robust policies and procedures. All staff, volunteers and members of our community have a duty of care to protect the safety, health and wellbeing of all children in their care.

As a school with a diverse population, this includes students with a disability, Aboriginal and Torres Strait Islander children and children from culturally and linguistically diverse backgrounds.

As a Student Safe Organisation, employment with Ballarat Grammar is subject to current and satisfactory:

- National (and international, where relevant) police check, and
- Working with Children Check, and/or
- Victorian Institute of Teaching registration.

3. BALLARAT GRAMMAR VALUES

With its Christian ethos and heritage of liberal education, the School promotes the following values in all of its endeavours;

Integrity

We act morally and ethically, seeking the truth and treating others with consideration and respect.

Aspiration

We pursue excellence, in learning and in life.

Courage

We seek justice and the common good, leading with humility and persevering in adversity.

Compassion

We show kindness and embrace diversity, committing to global awareness and understanding.

Responsibility

We take responsibility for our actions, serving our communities and acting as stewards of the environment.

Hope

We share times of joy and live with hope in life's challenges, ever grateful for the richness of human experience.

For those to whom much is given will much be required – Luke 12:48

4. POSITION PURPOSE

The primary focus of this position is to ensure that all day and boarding indigenous students are culturally and physically supported by the School. The role will also play a pivotal role in the development of activities and initiatives that enhance the School community's engagement and understanding of indigenous culture.

5. ORGANISATIONAL RELATIONSHIPS

Reports to: Deputy Head – Teaching, Learning and Wellbeing
Ultimately, all positions report to the Headmaster

Direct Reports: CEEEd RAP Co-ordinator
Junior School RAP Co-ordinator
Middle and Senior School RAP Co-ordinator

Internal Relationships: All boarding staff
Teaching staff
Student Care and Wellbeing staff
Health Centre staff
Transport staff
Administration staff
All BGS staff

External Relationships: Student families



Indigenous communities
Indigenous service providers and co-operatives

6. KEY RESPONSIBILITIES

Student Support

- Co-ordinate the Indigenous Student Program at the School.
- Liaise with indigenous communities forging strong links and connections advancing these relationships.
- Support parents of indigenous students in their partnership with the School.
- Support staff in their pastoral, academic and cultural engagement with indigenous students.
- Design and monitor indigenous student mentor program.
- Promote connections for students and community with local support network.
- Support students in residential settings and families taking on the guardianship of students to ensure they feel a sense belonging in the community.
- Play a critical role in the School's student care and wellbeing program by encouraging and nurturing the personal and social development of indigenous students.
- Provide support and assistance to indigenous students who wish to share their stories within the Ballarat Grammar community.
- Develop joint activities with other schools in this area.
- Act as the contact person for teaching staff regarding student issues and opportunities.
- Ensure travel arrangements are in place and Co-ordinate AbStudy travel bookings including arranging Timber Creek/Kalumburu Community members and Ballarat Grammar staff to act as Travel Supervisors when students travel to/from home.
- When travelling to students' home, engage with families and the local indigenous community.
- Liaise with remote school's for ongoing support of students and identification/preparations of new students.
- Ensure that travel arrangements are in place for indigenous boarding students.
- Support enrolment and admissions processes for students and families.
- Support families with the purchase and collection of booklist requirements for day students.
- Support families with the purchase of uniforms, sport and camping equipment for day students.
- Assist students with subject selections, including electives and special needs, in consultation with families and relevant staff.
- Organise medical appointments as requirements.
- Be the focal point of communication for parents in consultation with Heads of Houses and Pastoral Care Coordinators.
- Monitor co-curricular involvement in consultation with Pastoral Carers.
- Prepare reports, articles and presentations regarding indigenous students and activities for the Ballarat Grammar community, such as Boomalacka, Grammarian, assemblies, etc.
- Contribute to Ballarat Grammar being a place of cultural safety where cultural diversity is valued and celebrated.
- Liaise with Bradshaw Liaison Committee regarding Department of Defence Scholarship for Timber Creek students.

Cultural Engagement

- Organise cultural experiences for the students of Ballarat Grammar and the development of activities within the School to enhance partnerships and understanding.
- Assist with the planning and implementation of community events for our indigenous community, including start of the year welcome, end of year celebration and other gatherings.
- Represent the School at external forums e.g. Victorian Indigenous Education Network (VIEN).



- Assist with the development of future programs and activities for students both on and off campus.
- Co-ordinate and promote culturally relevant events.
- Be responsible for the application and processing of grants (i.e. AbStudy).

Other

- Actively engage in Whole Staff Professional Learning Days, to develop professionally with colleagues, receive consistent and up-to-date training, especially in relation to pastoral care and wellbeing.
- Other duties as requested by the Headmaster.

7. PERSON SPECIFICATIONS

Qualifications and Certificates

- Teaching qualifications and VIT registration (if combining with a Teacher position)
- First Aid Certificate, including CPR, Anaphylaxis and Asthma Management.

Knowledge and Experience

- Demonstrated knowledge and understanding of Aboriginal and Torres Strait Islander communities, needs and relationships.
- Comprehensive understanding of the issues affecting relationships for the Aboriginal and Torres Strait Islander communities.
- Experience co-ordinating logistics and administrative duties.
- Sound understanding of wellbeing issues and programs relevant to early adolescent development.
- Experience in resolving complex interpersonal and wellbeing issues.
- Experience working in a School Boarding / residential community environment, ideal.

Skills and Attributes

- Ability to demonstrate and authentically promote Ballarat Grammar's values.
- Ability to maintain confidentiality, to the highest level.
- Ability to actively adhere to and promote the School's Student Safety and Wellbeing Standards.
- Ability to effectively communicate and engage with internal and external stakeholders regarding issues specific to Aboriginal and Torres Strait Islanders.
- Ability to collaborate, engage and inspire others in a positive manner.
- Ability to demonstrate respect for people of varying cultures and backgrounds.
- Excellent verbal and written communication skills.
- Excellent interpersonal skills, including the ability to display compassion, patience and flexibility.
- A proven ability to work effectively, constructively and positively within a team.
- Be highly motivated with ability to display initiative.
- Well-developed organisational skills, including ability to manage own workload and meet deadlines.
- A commitment to professional and lifelong learning.

Accountability

- Undertake work and duties under limited direction and with integrity.
- Work to timeframes and within relevant delegations of authority.
- Actively engage in reflective practice and a culture of continuous learning and development.

- Participate in supervision with your responsible manager and actively lead your own professional development in line with the organisational objectives and those set with your manager.
- The Headmaster and Deputy Head – Teaching, Learning and Wellbeing are available for guidance and advice.

This position is subject to review and may change in accordance with Ballarat Grammar's operational, service and consumer requirements.

8. APPOINTED EMPLOYEE:

Please sign and date to acknowledge that you have read, understood and accept the contents of this Position Description:

Full Name: _____

Signature: _____

Date: _____

