

**St Clare's School, Lathlain**  
**Job Information and Description, 2021**  
**Aboriginal Teacher Assistant**

## Role Description:

### **Temporary part-time (0.5FTE)**

St Clare's is a Catholic CARE school, in the tradition of the Good Shepherd Sisters. We serve girls in Years 8 to 12, who have not been able to engage successfully in mainstream schools. We are seeking a committed Aboriginal person to join our team in supporting our Aboriginal students, and our whole school community in the role of ATA. The position will involve the three domains of an ATA role: 1. supporting students inside and outside the classroom; 2. connecting with the community; and 3. assisting the school in the teaching and promotion of Aboriginal history and culture. The role is 0.5FTE, with a work-pattern to be negotiated with the successful applicant. There is a possibility that the role will be extended beyond 2021. The start date will be negotiated with the successful applicant, but we are seeking the candidate to commence as soon as possible. The successful applicant will be required to engage in Accreditation for Working in Catholic Schools, WA, as well as an extensive induction process.

**Start date:** As soon as possible, 2021 **Finish date:** 31/12/2021 (Possibility of extension beyond 2021)

## Selection Criteria

### Essential:

- Aboriginal or Torres Strait Islander heritage. (Aboriginality is a specification for this position in accordance with Section 50(d), Equal Employment Opportunity Act 1984.)
- Supportive of the Catholic ethos of the school
- Current WA Drivers Licence
- High level of written and oral communication and interpersonal skills
- Professional reliability and accountability
- Well-developed practices of self-care

### Preferred:

- School/youth experience
- Experience in promoting and fostering Aboriginal and Torres Strait Islander cultures

## Qualifications

### Essential:

- WWC check
- A relevant Tertiary qualification in education, community, human services, or similar.

### Preferred:

- Experience working with schools/adolescents
- Accreditation to Work in a Catholic School, WA

Applicants must complete the general application form found on the School website, even if they wish to attach a CV. Only applications including this form will be considered. All sections of the Application form must be completed, including the names of referees. For shortlisted candidates, referees may be contacted prior to interview. The application should be accompanied by a cover letter, of length **not more than one page**. Applications should be emailed to the school **by noon** on the closing date. The process timeline is given below.

## Tasks and duties

1. supporting Aboriginal students to engage inside and outside the classroom;
2. connecting with the community;
3. assisting the school in the teaching and promotion of Aboriginal history and culture;
4. Assist with annual school camp;
5. Other duties as prescribed by the Principal

## Organisational Structure:

- The role assists the Teaching and the Student Support Teams.
- Line managers: Deputy Principal and Lead Psychologist

## Hours and conditions:

- 2.5 days per week, work pattern to be negotiated with the Principal
- Hours: 8.15am to 3.15pm (occasional variation required)
- 40 weeks per year (School term)
- Negotiated overnight stay at school-camp
- Networking opportunities provided

## Salary:

CEWA *Teachers' Aides and Teaching Assistants* Salary Schedule: Aboriginal Teacher Assistants.  
Level and Step to be decided based on qualifications and experience.

## Timeline

- TBA