



# ST LAURENCE'S COLLEGE

*A Catholic College for boys in the Edmund Rice tradition*

## Aboriginal & Torres Strait Islander Support Officer Position Description

The Aboriginal & Torres Strait Islander Support Officer, appointed by the Principal, is responsible to the Dean of Identity & Community and operates within the parameters for Edmund Rice Schools as established by EREA.

### 1. POSITION PURPOSE

The position is designed to provide cultural and pastoral support for the Indigenous students in our community. The role of the Aboriginal & Torres Strait Islander Support Officer is to help enact the College RAP plan and to also support the day to day operations of the Yuuingan Yari Young Men's Program.

As a member of St Laurence's College, it is important the Aboriginal & Torres Strait Islander Support Officer be a suitably qualified and experienced professional capable of effectively communicating and working with all members of the College community. It would be an advantage to show flexibility in work practices when required to supervise students.

The Aboriginal & Torres Strait Islander Support Officer will comply with all EREA and College Policies and ensure that the College Vision & Mission is supported.

### 2. POSITION REQUIREMENTS

- Openly supports the Christian values of the College
- Wears Photo Identification Card when on duty
- Implements College policies with regard to Workplace Health & Safety compliance obligations and reporting processes with regard to any injuries that may occur with students or staff.
- Currently studying; or holds a Certificate/Diploma and/or relevant working experience and knowledge.
- Current Blue Card (*Commission for Children and Young People and Child Guardian Act 2000*).
- Meets the requirements of the Selection Criteria on page 5 of this document.

### 3. POSITION RESPONSIBILITIES

#### Key Responsibility 1: Mission/Ethos

##### Duties:

- Have an understanding of, commitment to and support for the mission and ethos of a Catholic School in the Edmund Rice tradition
- Establish positive relationships with members of the College community.

## **Key Responsibility 2: Community & Cultural Connections**

### **Duties:**

- Liase with community elders to provide cultural knowledge and learnings for First Nations students
- Work across the College to promote First Nations Culture
- Becoming a point of contact for First Nations families
- Continue to help write and develop vision for College Reconciliation Program
- Work collaboratively with the, Dean of Identity and Community, Heads of School, Heads of Curriculum, Heads of House and other key staff to develop, articulate and achieve the goals of College RAP plan.
- Assist students at various stages of identification to maintain links with cultural background
- Be a primary contact and support person for students participating in cultural programs
- Assist in organising and be a presence at events that encourage Indigenous families coming together
- Assist in ensuring the goals and directions outlined in the College Reconciliation Action Plan are realised
- Work collaboratively with outside organisations such as Murri Ministries to provide cultural support for our Indigenous students and cultural education for our wider community
- Support Program Leader and the College in educating the wider community including, staff, parents, and students around cultural practices.
- Support Program leader in making links with local elders to have a presence in our College and form a relationship with our students
- Assist in the organisation of events that celebrate and promote Aboriginal and Torres Strait Islanders culture such as NAIDOC Week and National Reconciliation week.
- Weekly meetings with either Dean of Identity and Community, and Program Leader .

## **Key Responsibility 3: Pastoral Care and Program responsibility**

### **Duties:**

- In collaboration with Heads of House, provide regular and effective pastoral care for Indigenous students in Years 5-12
- Support the day-to-day operations of Yuuingan Yari Young Mens Program
- Maintain regular contact with Indigenous students through weekly meetings, formal gatherings and individual support as needed
- Maintain open and active communication with parents, and ensure a welcoming and hospitable reception for visiting parents and families to the College
- Support induction and orientation program for First Nations students new to the College
- Show a demonstrated ability to communicate sensitively and effectively with Aboriginal and Torres Strait Island peoples on matters relevant to the delivery of education and support services
- Provide support for parents and students in regard to pastoral and academic matters. Where needed meet with students and contact parents to help provide cultural support with wider family.
- Provide individual mentoring in accordance with Yuuingan Yari Young Mens Program to students in Years 9-12.

#### **Key Responsibility 4: Other**

##### **Duties:**

- Continue to work with Heads of House around support of First Nations students
- All other duties as requested by the Dean of Identity & Community, Program Lead, Deputy Principal and/or Principal.

### **4. ORGANISATIONAL RELATIONSHIPS/EXTENT OF AUTHORITY**

- This position reports to the Dean of Identity & Community, and is responsible to the Deputy Principal.

### **5. COMMITTEE MEMBERSHIP**

- Some staff meetings if relevant to Professional Development of staff;
- Non-Teacher Staff Briefings;
- College Reconciliation Action Plan Committee;
- Attendance at meetings or membership at any Committee, as directed by the Dean of Identity & Community, and/or Deputy Principal.

### **6. WORKPLACE HEALTH & SAFETY RESPONSIBILITIES**

The College is bound by the provisions of the *Work Health and Safety Act 2011* (the Act) which provides the legislative framework for workplace safety in Queensland. It is the responsibility of each employee to be familiar with the College's policies and procedures associated therewith.

All Supervisors must ensure that no employee is required to undertake a task without adequate safety instructions and job specific training, but it is the responsibility of all staff to report all hazards and/or incidents/injuries that occur to the Director of Human Resources and/or Principal. Any serious breach of the Act could lead to disciplinary action.

### **7. GENERAL TERMS OF APPOINTMENT**

All employees are bound by the expectations contained in the Edmund Rice Education Australia Principles of Employment and the Vision and Mission of St Laurence's College.

Much of the information gleaned by staff during the course of their duties is confidential and should be treated as such. Staff must not use confidential information to gain advantage for themselves, their related persons or for any other person or body, in ways, which are inconsistent with the obligation to act impartially. Nor should such information be used improperly cause harm or detriment to any person, body of the College.

All employees recognise and accept that multi skilling is an essential component of the College and all employees may be required from time to time to undertake duties that are outside their normal position description but within their skills, competency and capability.

## **8. REMUNERATION & HOURS**

**Classification:** School Officers Award  
Level 3

**Tenure:** Permanent, part-time

**Work Hours:** 2 days per week  
(TBC with the successful candidate)

**Terms & Conditions:** Please refer to letter of appointment

## **SELECTION CRITERIA**

Outlined below are the criteria that will be considered in the appointment of the Aboriginal & Torres Strait Islander Support Officer:

### **Selection Criterion 1 – Qualifications/Experience**

- At least 1-2 years' experience in a similar role
- Working towards a formal qualification and/or equivalent years of experience
- Must have a current Blue Card.

### **Selection Criterion 2 – Administration Skills**

- Demonstrated strong administration skills; having the ability to work autonomously, with the need of minimum supervision
- Demonstrated strong time management and organisation skills with the ability to work well under pressure and to meet deadlines; and be able to respond rapidly to change.

### **Selection Criterion 3 – Technical Skills**

- Demonstrated strong computer skills in all Microsoft applications

### **Selection Criterion 4 – Communication Skills**

- Strong communication and interpersonal skills - both oral and written (ability to relate well on phone and in person with parents, students and employees at all levels of the College)
- Commitment to meet quality standards; and the willingness to update their skills and knowledge on a regular basis
- Demonstrated commitment to the pastoral care of students
- Ability to work in a team environment.

### **Selection Criterion 5 – Christian Ethos**

- A personal commitment to the Mission and ethos of the College
- An understanding of Edmund Rice, the ethos of a Catholic School in an Edmund Rice tradition
- Understanding of and ability to contribute to the mission and vision of St Laurence's College as a Catholic School.

**Candidates are required to demonstrate the context in, and degree to which, they currently, or potentially, can meet these criteria.**

## APPLICATION PROCESS

### Applications should contain the following:

1. Covering letter addressing the Selection Criteria on page 5 of this document;
2. Current Curriculum Vitae; and
3. Two professional referees.

**Note:** All applicants will be subject to EREA and legislative screening procedures and will be required to authorise such checks and provide identification. These checks are consistent with EREA's commitment to child protection policies and procedures.

### Applications should be forwarded via email to:

Mr Ben Lowrie  
The Principal  
St Laurence's College  
Email: [employment@slc.qld.edu.au](mailto:employment@slc.qld.edu.au)

### Enquiries may be directed to:

Ms Lorraine Kopp  
Director of Human Resources  
Ph (07) 3010 1165  
Email: [lkopp@slc.qld.edu.au](mailto:lkopp@slc.qld.edu.au)

***Applications close: Monday, 26 January 2026 @ 9.00am***

***However, we will be short-listing as applications are received.***

*REVIEWED/UPDATED: 10/04/2025*