APPLICATION FOR ABORIGINAL EDUCATION WORKER
APPLICATION INFORMATION SHEET

The position of Aboriginal Education Worker (AEW) is covered by the NSW and ACT Catholic Systemic Schools Enterprise Agreement 2015 (the Agreement). The position is remunerated at Level 4.3 of the Agreement which is currently $29.06 per hour. Salary is at the averaged rate for employees not required to work during pupil vacation periods.

The Process

The attached AEW Application is to be completed and returned to the following address by the advertised closing date:

The Manager Employee Services
Catholic Education Office
PO Box 308
BATHURST NSW 2795
Email: j.cosgrove@bth.catholic.edu.au

The application must include certified copies of any documents related to the stated criteria which support your application. If certified copies cannot be provided, originals along with verification of identity will be asked for at the interview stage.

Please sign and date the bottom of each page of the application form.

Upon receipt of your written application, all applications will be reviewed by the Diocesan Aboriginal Education Committee and a short listing process will select applications that will proceed to the interview stage.

Unsuccessful applicants and those shortlisted for interview will be advised either by telephone, email or post. Please allow up to 3-4 weeks from the closing date for applications for this process to finalise.

Please note that due to the precise requirements of the position local area knowledge and understanding is of importance.

A valid Working with Children Check Number is required for this position and must be provided at the time of application. To apply for a Working with Children Check Number go to www.kidsguardian.nsw.gov.au

Thank you for your interest in this position and the future of Aboriginal students in the Diocese of Bathurst.
DATE: November 2015
ROLE: Aboriginal Education Worker (AEW)
RESPONSIBLE TO: The School Principal
ACCOUNTABLE TO: The Education Officer: Curriculum/Indigenous K-12

PURPOSE OF THE ROLE

A. To act as an intermediary and contact person for Aboriginal students and families within the school and school system
B. To assist the teaching staff in achieving targets and meeting outcomes outlined in school and diocesan strategic plans in response to the National Education Action Plan (2010-2014) to accelerate improvements in educational outcomes for Aboriginal and Torres Strait Islander students and young people
C. To support schools in ensuring that the curriculum is culturally inclusive across all Key Learning Areas (KLAs)
D. To assist the Principal and school Executive by providing support for Aboriginal families to resolve student pastoral care issues
E. To provide encouragement and emotional support for Aboriginal students.

KEY AREAS OF ACCOUNTABILITY

1. Engagement and Connections
   1.1 Work with the class teacher to involve Aboriginal families in the development of Personalised Learning Plans (PLPs) for Aboriginal students
   1.2 Liaise with all Aboriginal families, welcome new Aboriginal families to the school and support them in their transition to the school community and learning environment
   1.3 Liaise with members of the Aboriginal community to establish a collective commitment to hold high expectations for Aboriginal students and young people
   1.4 Liaise with Aboriginal and other community agencies
   1.5 Work with all students to promote Aboriginal culture

2. Literacy and Numeracy
   2.1 Assist with literacy and/or numeracy remediation and/or extension programs for Aboriginal students and other students if deemed suitable eg group remediation/extension
2.2 Work with Aboriginal students in class and through withdrawal on both literacy and numeracy to improve and/or excel

2.3 Work with teachers to target different areas of literacy and numeracy to meet individual needs and improve outcomes for Aboriginal students

2.4 Work with teachers to support Aboriginal students with exams, class work and assessment tasks as required

3. Attendance

3.1 Assist with attendance, progression, transition and career choices for Aboriginal students

4. Leadership, Quality Teaching and Workforce Development

4.1 Communicate regularly with the relevant teachers and the supervising teachers and/or executive

4.2 Highlight Aboriginal education issues within the school community

4.3 While all Aboriginal Education Workers (AEWs) are expected to have and follow a timetable, there may be times when some flexibility is required in dealing with student and/or family issues

4.4 The relative weightings of each of the above mentioned duties may vary from school to school

5. Other Duties

a. Undertake other duties as directed from time to time.

The Employer reserves the right to vary this position description in response to its changing needs.
Position Applying For: AEW at __________________________ (School)

Full Name (First and Family): ________________________________

Home Address: __________________________________________

________________________________________________________ Post code:________

Home Ph: ________________ Mobile: ________________ Work Ph: ________________

DOB: ___________________ Gender: ___________________ Religion: ___________________

Working with Children Check Number (refer attached information sheet): ___________________

Present employment/occupation (position, business, address): ____________________________

Referee contacts: (please advise referees that you are applying for the position and that they will be contacted)

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Contact Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Catholic Parish Priest</td>
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<tr>
<td>Current or recent</td>
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<tr>
<td>Employer</td>
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<tr>
<td>Professional Person</td>
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Please demonstrate/explain/describe, in the spaces provided how you meet the advertised criteria:

1. **Demonstrate an understanding of, and sincere commitment to, the aims and philosophy of Catholic Education.**
   (Comment on such things as your background, connection with Catholic parishes, schools or other Catholic organizations, your understandings of the Catholic faith, your understandings of the approach taken by Catholic schools, etc.)

Signed: __________________ Date: __________________
2. **Provide confirmation of Aboriginal or Torres Strait Islander background.**
   (If you feel comfortable, please comment on such things as your background, family and community connections. It would assist if you could attach copies of supporting documentation. Please be aware that this position is only available to applicants of Aboriginal or Torres Strait Islander background – in certain circumstances we may have to seek your permission to verify.)

3. **Demonstrate a sound and exemplary employment history.**
   (Please provide details of past employment experience – name of business, dates of service, your position and duties, etc. Please attach copies of service statements)
4. Demonstrate an exemplary level of skill in literacy and numeracy especially as it relates to assisting students.
   (Give details of courses undertaken, qualifications gained, school records or reports, experience in related areas, etc. Please attach photocopies of relevant documentation.)

5. Demonstrate knowledge of educational issues which affect Indigenous students and knowledge of local issues which impact on Indigenous students.
   (Please outline your knowledge and understanding of, and insights into, educational issues which affect Aboriginal students. Please outline your connection to and knowledge of the Aboriginal community of the school’s local area. Indicate how you will be able to assist the school in relation to these two areas.)
WORKING WITH CHILDREN CHECK

From 15 June 2013 it will be the responsibility of applicants to obtain their Working with Children Check Number prior to submitting an application for employment. A fee will apply as part of the application process to obtain a Working with Children Check Number.

The Working with Children Check Number must be provided at the time of application and will be verified by the Catholic Education Office Bathurst before employment will be approved.

To apply for the new Working with Children Check:


2. Go to a motor registry or government access centre to pay the fee of $80 and have your identity confirmed. You will need to take your Working with Children Check application number and appropriate identification with you.

3. Once your application has been processed you will notified of the outcome by email.

Working with Children Check Number: ________________________

IDENTIFICATION

You must provide certified copies of documentation which supports your true identity. The 100 Point Identification Check attached will help you identify the documents you need. At least one of your documents must bear a photograph of you.

Signed: ________________________ Date: ____________________
# 100 POINT IDENTIFICATION CHECK

You must provide documents to support your identity. This must include original documents or certified copies adding up to a minimum of 100 points as required by the 100 Point Check sourced from the *Financial Transactions Reports Regulations 1990.*

**At least one documents must be a photo identification document.**

<table>
<thead>
<tr>
<th>Document</th>
<th>Score</th>
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</thead>
<tbody>
<tr>
<td>Birth Certificate</td>
<td>70</td>
</tr>
<tr>
<td>Birth Card issued by the NSW Registry of Births, Deaths and Marriages</td>
<td>70</td>
</tr>
<tr>
<td>Citizenship Certificate</td>
<td>70</td>
</tr>
<tr>
<td>Current Australian Passport</td>
<td>70</td>
</tr>
<tr>
<td>Expired Australian Passport which has not been cancelled and was current within the preceding 2 years</td>
<td>70</td>
</tr>
<tr>
<td>Current passport from another country or diplomatic documents</td>
<td>70</td>
</tr>
<tr>
<td>Current Australian driver photo licence</td>
<td>40</td>
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<tr>
<td>Identification Card issued by a public employer</td>
<td>40</td>
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<tr>
<td>Identification Card issued by the Australian or a State Government as evidence of a person's entitlement to a financial benefit</td>
<td>40</td>
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<tr>
<td>Student ID Card issued by an Australian tertiary education institution</td>
<td>40</td>
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<tr>
<td>Document held by a cash dealer giving security over property</td>
<td>35</td>
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<tr>
<td>Mortgage held by a financial body</td>
<td>35</td>
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<td>Rates notice</td>
<td>35</td>
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<tr>
<td>Document from current or present employer within the last two years</td>
<td>35</td>
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<tr>
<td>Land Titles Office record</td>
<td>35</td>
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<tr>
<td>Document from the Credit Reference Association of Australia</td>
<td>35</td>
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<td>Current credit card or account card from a bank, building society or credit union</td>
<td>25</td>
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<tr>
<td>Current telephone, water, gas or electricity bill</td>
<td>25</td>
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<td>Foreign driver's licence</td>
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<tr>
<td>Medicare Card</td>
<td>25</td>
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<td>Electoral roll compiled by the Australian Electoral Commission</td>
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<tr>
<td>Lease / rent agreement</td>
<td>25</td>
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<tr>
<td>Current rent receipt from a licensed real estate agent</td>
<td>25</td>
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<tr>
<td>Records of a primary, secondary or tertiary educational institution attended within the last 10 years</td>
<td>25</td>
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<tr>
<td>Records of a professional or trade association of which the applicant is a member.</td>
<td>25</td>
</tr>
</tbody>
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