



Rockhampton Girls Grammar School

Est 1892

This is an identified position. It is a genuine occupational requirement that an identified position be filled by an Aboriginal and/or Torres Strait Islander person as permitted by and arguable under section 25 of the Queensland Anti-Discrimination Act (1991).

ROLE DESCRIPTION

INDIGENOUS LIAISON OFFICER

Rockhampton Girls Grammar School is one of the original eight Grammar Schools of Queensland. Opening in 1892, Girls Grammar has served and supported the education of girls and young women for over 130 years.

Rockhampton Girls Grammar School is a learning community founded on a commitment to 'Learning for Life'. Each member of our School family contributes to sustaining an environment in which individuals actively engage in their learning; where School values are embraced; where mutual and self-respect is paramount; where community and global citizenship is fostered and where excellence in every endeavour is sought and celebrated.

OUR CONTRIBUTION TO SOCIETY

At Rockhampton Girls Grammar School, we have an unwavering dedication to educate and nurture influential young women who contribute passionately and confidently to our diverse and ever-changing society.

OUR PURPOSE

Our purpose is to empower and inspire confidence in young women to create and embrace every opportunity.

OUR MISSION

Our mission is to foster a connected community that develops clever and confident young women.

OUR VALUES

Staff and students are expected to display the following behaviours that are at the core of our School:

- **Connection** - We foster meaningful relationships that create a strong, supportive community among students, staff, families, and alumni.
- **Integrity** – We uphold the highest standards of honesty, respect, and accountability, ensuring our actions align with our words.
- **Confidence** – We empower our students to believe in their abilities, embrace challenges, and lead with courage in all aspects of life.
- **Curiosity** - We inspire a lifelong love of learning, encouraging our students to ask questions, explore ideas, and seek solutions.
- **Traditions** – We honour the rich heritage of our school, embracing the values and practices that shape our unique identity.

OUR MOTTO

Non Scholae Sed Vitae - Not only for school but for life we are learning.

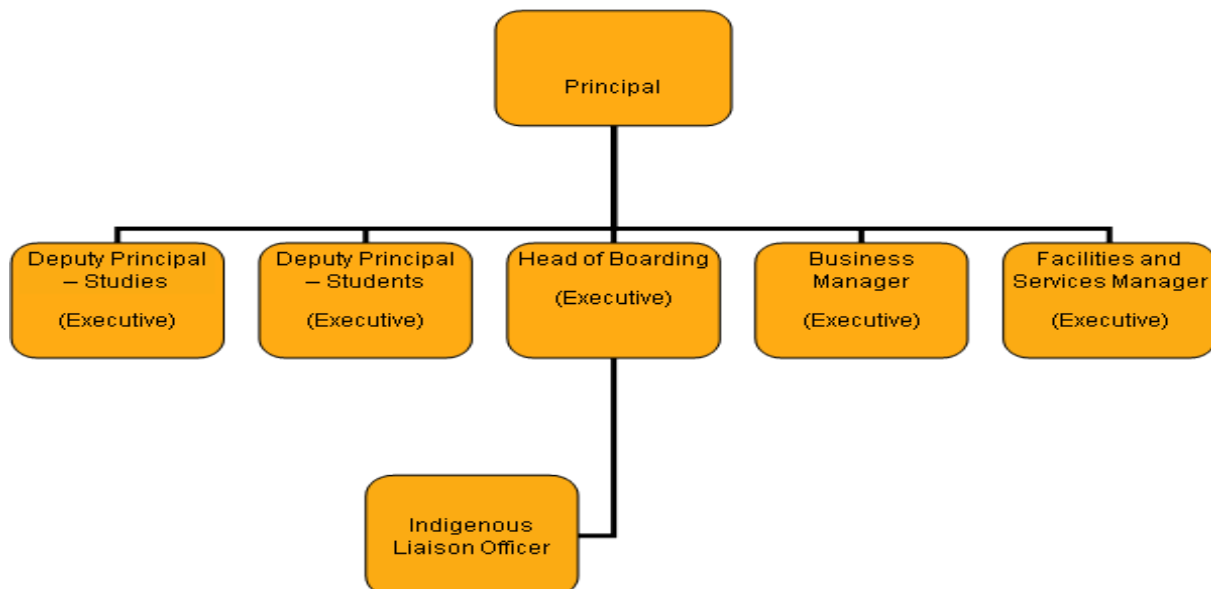
THE ROLE

Position Title: Indigenous Liaison Officer
Employment Type: Full Time - Fixed Term Contract
Employment Period: Immediate start 2025 – 11 December 2026
Reports to: Head of Boarding
Classification: Dependent on experience and qualifications
Date Prepared: 29 January 2025

POSITION OBJECTIVE

The Indigenous Liaison Officer plays a major role in the leadership of learning and support for our Girls Grammar Aboriginal and Torres Strait Islander students. The role of the Indigenous Liaison Officer is to help promote a positive and strong sense of identity, belonging, and self-belief and to empower all students to reach their potential. Rockhampton Girls Grammar School holds strong values in respecting and honouring our students' cultural heritage. It is the role of the Indigenous Liaison Officer to continue to embed these values across the Girls Grammar School community.

ROLE ACCOUNTABILITIES



KEY CHARACTERISTICS

LEADERSHIP

The Indigenous Liaison Officer must exercise effective leadership in the provision of student learning, cultural appropriateness, and engagement across the school. The Indigenous Liaison Officer will play a key role in communicating and liaising with local indigenous, communities and agencies to increase and maintain student engagement and outcomes for Girls Grammar indigenous students. The position has a strong cultural focus that extends to advice and action on broad issues, including the enrichment of cultural awareness within the school community.

The Indigenous Liaison Officer will be required to develop, promote and maintain communication networks between Aboriginal and Torres Strait Islander students, their parents or guardians, the community and the school. The Indigenous Liaison Officer provides knowledge and understanding of Aboriginal and Torres Strait Islander histories, languages and cultures within the community. This understanding promotes a culture of respect, harmony and lifelong learning. The Indigenous Liaison Officer will conduct their role in collaboration with school staff including the Deputy Principal- Students, Deputy Principal - Studies and Principal and will be required to undertake any other reasonable duties as requested.

CURRICULUM LEADERSHIP

The Indigenous Liaison Officer's core responsibility is to provide curriculum support by:

- developing programs to support the engagement and wellbeing of Aboriginal and Torres Strait Islander students encompassing their beliefs, languages, culture, identity and histories;
- supporting in the development of the Rockhampton Girls Grammar Schools reconciliation plan;
- using data, including information provided by families, to identify students with learning needs and working collaboratively with staff and families to ensure each individual student's educational outcomes are optimised;
- oversee and Line Manage the Indigenous Education Officers (IEO's) to support the learning needs of Aboriginal and Torres Strait Islander students;
- consulting with family, caregivers and external support agencies (CYLP), students and staff to implement and monitor learning and behaviour plans; and
- providing encouragement and support to students to engage with curriculum and assessment.

COMMUNITY LEADERSHIP

The Indigenous Liaison Officer will support Aboriginal and Torres Strait Islander students prepare for their travel between school and community.

Other responsibilities will include:

- Travel to and from communities to support students or promote Rockhampton Girls Grammar School during school holiday periods when required.
- Promote and encourage an understanding of community that celebrates diversity and acknowledges the strengths of each individual.
- Develop networks with support agencies and other educational organisations to assist Rockhampton Girls Grammar School meet the holistic needs of Indigenous learners (education, health, justice, family support etc).
- Identify and deliver professional development opportunities for staff to support the development of culturally-appropriate curriculum and school-wide practices.
- Assist in planning and providing opportunities to enrich cultural awareness across the School Community.
- Collaborate with families to identify and engage with support networks in response to identified needs.
- Support students and families to navigate Girls Grammar information systems.

STUDENT LEADERSHIP

The Indigenous Liaison Officer's core responsibility is to provide leadership to students by:

- monitoring the wellbeing and pastoral needs of Aboriginal and Torres Strait Islander students and liaising with the Deputy Principal - Students to make recommendations for individuals and groups;
- attending meetings as a trusted support when required with students and relevant staff;
- developing strategies to enhance students' social, interpersonal and communication skills;
- providing expertise and advocacy for the developmental and learning needs of Aboriginal and Torres Strait Islander students;
- collaborating with the Head of Boarding and boarding supervisors in developing a structured induction and mentoring program for Aboriginal and Torres Strait Islander students as they transition to boarding at Rockhampton Girls Grammar School.
- supporting Aboriginal and Torres Strait Islander students and families in school processes to increase participation in co-curricular activities and other educational initiatives;

- developing programs and building connections between families and Rockhampton Girls Grammar School staff with the aim of increasing family engagement and student learning outcomes;
- supporting Aboriginal and Torres Strait Islander boarding students during appointments with external service providers as requested/required; and
- assisting with the booking of appointments for Aboriginal and Torres Strait Islander boarding students as requested/required.

EXPECTED KNOWLEDGE, ATTRIBUTES AND COMPETENCIES

- Highly developed organisational and problem-solving skills.
- Proficiency in information technology including Microsoft Suite.
- Excellent communication and interpersonal skills.
- Exceptionally high levels of confidentiality and discretion.
- Understanding of and the ability to comply with legislation and professional regulations.
- High level of literacy skills, both written and verbal to meet necessary standards with respect to clarity, accuracy and professionalism appropriate to the position.
- Ability to prioritise workloads and manage multiple tasks with competing timelines.
- Willingness to take responsibility for own work.
- Creation and maintaining of timely and accurate student notes and records.
- Ability to develop positive relationships and work collaboratively as part of a whole school team.
- Experience with understanding trauma informed practices is beneficial.
- Demonstrated communication, interpersonal and negotiation skills necessary for positive and effective working relationships.
- Proven ability to operate in teams and develop professional networks.

MANDATORY REQUIREMENTS

The successful application is required to:

- identify as Aboriginal and/or Torres Strait Islander person;
- have a proven capacity to build relationships with Aboriginal and Torres Strait Islander communities;
- have completed cultural competency or awareness training related to Indigenous and Torres Strait Islander cultures and histories;
- hold a Certificate III in Education Support or similar qualification, or equivalent experience in a school or educational setting;
- possess a current Blue Card from the Commission for Children and Young People and Child Guardian;
- hold a current Drivers Licence;
- provide a current police check to meet school and community safety requirements;
- promote Rockhampton Girls Grammar School inside and outside the school community;
- work harmoniously with other employees with due regard to their rights and employment conditions under the School's enterprise agreement and Fair Work legislation;
- take appropriate care to always represent the School in a professional manner (in appearance, speech, dress, etc.);
- adhere to the School's Child Protection Policies, Staff Code of Conduct, policies and procedures;
- report suspected cases of child abuse in accordance with the School's policies; and
- complete the compulsory compliance training, including Child Protection Training and Anaphylaxis training, as part of your induction within two weeks of commencement and annually thereafter.

WORKPLACE HEALTH AND SAFETY

All Rockhampton Girls Grammar School employees are responsible and accountable for:

- taking reasonable care of your own health and safety;
- taking reasonable care that your acts or omissions do not adversely affect the health and safety of other persons;
- complying with any reasonable instruction to allow compliance with the Workplace Health and Safety Act 2011;
- compliance with workplace policies and procedures for risk identification, risk assessment and risk control;
- cooperating with any reasonable policy or procedure relating to health or safety;
- active participation in activities associated with the management of workplace health and safety;
- identification and reporting of health and safety risks, accidents, incidents, injuries and property damage at the workplace; and
- correct utilisation of appropriate personal protective equipment.

LENGTH OF TENURE

The Indigenous Liaison Officer will be appointed for a 2 year period, subject to a satisfactory performance review at the conclusion of the first one-year period (03 December 2025), and will conclude 11 December 2026.

APPRAISAL/ REVIEW CONDITIONS

The Indigenous Liaison Officer will be required to participate in regular feedback conversations with the Head of Boarding and undergo annual feedback conversations. A performance appraisal will be held annually and will be conducted at the request of the Head of Boarding.

ACKNOWLEDGEMENT

This job description has been developed to indicate the general nature and level of work performed by employees within this role. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role. The successful applicant will also be required to perform any other duties that the Principal and Head of Boarding may direct them to perform which could be reasonably considered relevant to the position. Flexibility with working hours is an expectation of this position.

ACCEPTANCE

I, (Print Name) _____, accept the offer of employment on the conditions stated above.

I acknowledge that I have received a copy of the Indigenous Liaison Officer Role Description.

*Indigenous Liaison Officer
Rockhampton Girls Grammar School*

Date