



INDIGENOUS LIAISON OFFICER (PART-TIME)

Employment package
February 2025

dubbocs.edu.au



WELCOME

Dubbo Christian School is a non-denominational, co-educational Christian day school established in 1983. It was set up by a group of parents from various churches who desired Christian education for their children. It started with 44 students and has steadily grown to its current size of about 640 students from Kindergarten to Year 12. Dubbo Christian School is a Child Safe School.

Dubbo Christian School's mission is to provide authentic, responsive and high-quality education that is Bible based and Christ-centred to prepare, equip and transform lives. Our school motto is "Learning in Truth" which emphasises that all learning is subject to the Lordship of Christ.


All that we do must be done in the context of the truth contained in God's Word and teachers are encouraged and challenged to contend with this notion and work towards truly faithful, Biblical programs and lessons. This is implemented by the "Transformation by Design" and "DCS Teaching and Learning" Framework.

The successful applicant will be required to work with the teaching and learning team to implement these frameworks in the secondary school.

Dubbo Christian School is a Christian Education National (CEN) school. This means it is committed to a parent-controlled governance model and the values of strong partnerships in the delivery of a transforming and Biblically authentic approach to education.

The heart of Dubbo Christian School is found in partnership that is built on strong relationships between all the stakeholders in our community – the staff, the students, our parents, churches and the wider community. We aim to be an authentic learning community engaged in developing and nurturing students so that they are able to identify and develop their God given potential in all facets of their life.

Dubbo Christian School is seeking a part-time Indigenous Liaison Officer, to join our K-12 Learning Support Department, contributing to our culture and academic emphasis.



"Students are nurtured and challenged throughout their schooling to prepare them to confidently take their place in the world".



Dubbo Christian School is governed by an overarching company, Berakah Christian Education Ltd. (BCE). BCE operates Dubbo Christian School, Wellington Christian School (WCS) and Dubbo Christian Preschool (DCP). The BCE vision is "In partnership, to equip students with a distinctive and responsive education, to be transformational with a heart for Christ".

The Board embraces its responsibility of governing the BCE Schools, and in particular, ensuring that the strategic direction and operations of each School align with the BCE vision and the respective School missions. A key Board priority is confirming that School operations are grounded in the principles outlined in the BCE Statement of Faith and Educational Charter and that the organisation as a whole protects and maintains its Christian distinctiveness.



OUR VISION

In partnership, to equip students with a distinctive and responsive education, to be transformational with a heart for Christ.



OUR MISSION

To provide authentic, responsive and high-quality education that is Bible based and Christ-centred to prepare, equip and transform lives.



ABOUT DUBBO

Dubbo is a flourishing regional city set in the heart of the Central West of New South Wales. Serving as a hub for major road and rail transport across New South Wales, Dubbo's population currently sits at over 55,000, and services a catchment of approximately 120,000 people in surrounding areas. The city's combination of beautiful rural landscapes, open spaces and urban amenities attracts both individuals and families to this region.

Dubbo's Real Estate market is both varied and affordable, making it an ideal location for people wanting to leave the expense and commute times of larger cities. With good sporting, entertainment and recreational centres, Dubbo offers much toward a busy and active lifestyle for the whole family.

Dubbo provides excellent opportunities in education with over 20 private and public schools, and the Dubbo TAFE campus. It is also home to one of the four main campuses of Charles Sturt University. The Dubbo Base Hospital is also a teaching hospital and is affiliated with the University of Sydney's School of Rural Medicine.

Situated on the Macquarie River, Dubbo's region is home to many unique attractions, such as the Taronga Western Plains Zoo, Dundullimal Homestead, the Wellington Caves, and many more. Dubbo's Regional Airport connects with Sydney, Newcastle, Brisbane, Melbourne, and other regional airports, giving residents direct access to both city and country destinations.

Dubbo is located in a warm temperate climate zone. Summers are warm to hot, and winters are cool to cold. The town's location allows a large temperature variation during the year, with high summer temperatures, sometimes peaking above 40 °C, and colder sub-zero temperatures in winter.



26,650

LOCAL JOBS



\$530,000

MEDIAN DUBBO HOUSE PRICE



150+

AREAS FOR RECREATION



DUBBO CHRISTIAN SCHOOL PRIMARY

Dubbo Christian School Primary currently has approximately 285 students in Years K–6. Our Primary is growing in number and diversity but is a close community built around key messages of “Kind Words, Kind Actions” and “We’re all in this together”. Our students love to learn and they love to serve. We have made significant improvements in literacy and numeracy in recent years through clear Explicit Direct Instruction pedagogy and targeted programs.

It is anticipated that K-6 enrolments will continue to grow as a result of the growth of Dubbo as a city as well as the provision of expanded facilities. Teachers in the Primary school are guided in their practice by “[Teaching and Learning at DCS](#)”, a resource developed by the school which outlines our vision for teachers to deliver Christ-centred, Bible-based curriculum, create God-centred classrooms and contribute to building Christian community.

The current Primary leadership structure includes a Head of Primary, Assistant Head of Primary and Stage Leads. Educational outcomes in Primary are supported by the Learning Support Coordinator - Primary, the BCE Director of Teaching and Learning Enhancement and the DCS Teacher Mentor.



DUBBO CHRISTIAN SCHOOL SECONDARY

Dubbo Christian School Secondary currently has approximately 320 students in Years 7–12. They are a lovely group of young people who tell us anecdotally and through annual surveys that they enjoy being at school, they feel safe, and that they belong and know and appreciate that their teachers have high expectations of them.

It is anticipated that 7–12 enrolments will continue to grow as a result of the growth of Dubbo as a city as well as the provision of expanded facilities. Teachers in the secondary school are guided in their practice by “Teaching and Learning at DCS”, a resource developed by the school which outlines our vision for teachers to deliver Christ-centred, Bible-based curriculum; create God centred classrooms and contribute to building Christian community.

The current executive structure includes a Head of Secondary who works with an executive team of KLA leaders, Learning Support Coordinator and Director of Teaching and Learning Enhancement.

Secondary teachers will use the principles in the Christian Education National resource “Transformation by Design” to design authentic lessons that don’t just deliver NESA curriculum but help our students understand the world God has made (Creation), the impact of sin and distortion on this world (Fall), how Jesus has redeemed our world (Redemption) and how we can respond as Christians to restore God’s world (Restoration).



SUCCESSFUL APPLICANT REQUIREMENTS

- A passion for and commitment to student learning and wellbeing
- An ability to work in a team and maintain a positive and professional approach to students, co-workers and other members of the School community
- Proficiency and competence in the use of technology to enhance educational outcomes and maintain accurate student observations and record keeping
- A high level of interpersonal and communication skills
- Capacity and willingness to be familiar with, understand and comply with School policies and procedures



POSITION DESCRIPTION

POSITION TITLE	Indigenous Liaison Officer (K-12) PT
DEPARTMENT	Primary
REPORTS TO	Principal

PRIMARY PURPOSE

The role of the Indigenous Liaison Officer is to contribute to the provision of a quality educational service by assisting and supporting K-12 students and their families. This includes the preparation of learning material and cultural support for staff; supporting Indigenous students in class-based activities, cultural experiences and with student well-being; engaging students with learning and attendance difficulties to increase student outcomes and future aspirations.

ESSENTIAL CRITERIA

- Proven capacity to build relationships with ATSI school communities.
- Demonstrated experience in working with disenfranchised young people with complex needs and their families
- Ability to work in a team and maintain a positive and professional approach to students, co-workers and other members of the school community
- Demonstrated ability to identify options and provide relevant information for supporting Indigenous young people
- Demonstrated knowledge, understanding and guidance about ATSI local customs, history, languages, cultural protocols and practices and assisting with the development of teaching programs
- Ability to support staff to build strategies to assist young people's attendance
- High level of interpersonal and communication skills.

DESIRABLE CRITERIA

- First Aid qualification
- Relevant learning support qualifications and previous or current experience an Indigenous Liaison Officer, SLSO or related role in schools or the wider community

PERSONAL ATTRIBUTES

- A committed Christian and active member of a church
- Commitment to the school's Vision, Mission and Christian perspective
- Willingness to contribute to the broader life of the school
- Demonstrates a Christian approach when dealing with others
- Well-developed written, oral and organisational skills
- An ability to work effectively as a team member
- A commitment to the school's Child Safe Standards
- Demonstrated resilience and use of initiative
- Ability to remain calm and courteous in stressful situations
- A commitment to ongoing personal professional development and best practice
- The ability to be discreet and maintain confidentiality

KEY RESPONSIBILITIES

In all matters concerning your appointment, you will be responsible to the principal or someone deputised to act by the principal. For practical purposes these functions will be delegated to the Learning Support Co-ordinator - Primary on a day-to-day basis. The Indigenous Liaison Officer contributes to the following areas of responsibility:

DUTIES IN RELATION TO STUDENTS (PRIMARY FUNCTION)

- Through engagement with students and their teachers, facilitate developmentally appropriate social skills and behaviour
- Assist teachers to implement, monitor and supervise student learning experiences, both indoors and outdoors
- Support ATSI students in their learning to engage and with a focus to improve individual literacy and numeracy outcomes.
- Supply relevant feedback and observations about academic achievement and behaviour for informed decision making
- Contribute to the welfare, health and safety of students
- The Indigenous Liaison Officer will communicate regularly with families in regards to:
 - Personalised Learning Plans of Aboriginal

- and Torres Strait Islander students
- School based events and activities pertaining to ATSI students
- Student Wellbeing & Attendance
- Home visits where required

- Assist in the implementation of adjustments for students where an Individual Education Plan is in place
- Assist students with homework, examinations and assessment tasks

DUTIES IN RELATION TO STAFF

- Collaborate with classroom teachers in planning of programs and activities to enrich cultural awareness
- Support classroom teachers with implementation of behaviour supports
- Support the implementation of classroom-based learning activities
- Implementation of Waratah Project outcomes in collaboration with teaching staff

DUTIES IN RELATION TO COMMUNITY

- Supporting Indigenous parents within the DCS community through regular contact
- Plan and implement events such as Community Engagement evenings
- Establishing and expanding links with Indigenous communities and Dubbo Christian School (DCS)
- Plan and implement NAIDOC Day celebrations and liaise with staff, students and the wider community
- Collaborate with the Waratah team to provide regular updates/information regarding the project to the DCS community
- Liaise with and organise with parents/carers and students regarding Aboriginal Education Consultative Group (AECG) meetings according to the scheduled events and report back to school community, including the DCS newsletter and school assemblies
- Collaborate with Learning Support Coordinators – Primary and Secondary regarding Out of Home Care students as required

KEY RESPONSIBILITIES (CONT.)

ADMINISTRATION / DUTIES

- Assist in the collection and digital storage of student work samples for NCCD purposes as required
- Use technical skills to operate appropriate office equipment, including photocopier, guillotine and laminator to prepare educational resources
- Assist in the preparation and production of instructional materials
- Assist in the arrival and departure of student/s while travelling
- Assist with the preparation and maintenance of the learning environment, which may include: cleaning, maintaining equipment, materials and resources for use in classes, displays and demonstrations

PROFESSIONAL ENGAGEMENT

- Display a high level of professional conduct
- Participate in relevant ongoing professional development in areas pertinent to the role

OTHER

- Carry out other duties as directed by the Principal or Learning Support Coordinator from time to time.

HOURS OF DUTY

Specific weekly hours and annual leave are in keeping with similar positions in other institutions and will be documented in the Letter of Offer. The expected work hours onsite are from Monday - Friday, 8:15 am - 3:20 pm (4:20 pm negotiable) This position is during Term time only.



'Whatever you do, work at it with all your heart as working for the Lord, not men'
Col 3:23



APPLICATION PROCESS

Applications for the part-time position of Indigenous Liaison Officer at Dubbo Christian School should be made through the submission of an [Application Form \(Support Staff\)](#) (found on the DCS website under [Employment](#)).

Applications should be emailed to: hr@dubbocs.edu.au



SELECTION TIMELINE

Applications close on **Friday 21 March 2025**.



A shortlist will be prepared and shortlisted candidates will be notified before **Tuesday 25 March**.



It is expected that interviews will commence in late March.



It is intended that the successful applicant commence employment in Term 1.





For more information

If you are interested in finding out more about Dubbo Christian School, or would like to take the opportunity for a school tour, please do not hesitate to contact us or drop in to visit.

Phone (02) 6882 0044

Email principal@dubbocs.edu.au

Address 141 Sheraton Road, Dubbo, NSW 2830

