



YIPIRINYA SCHOOL
LIASION COORDINATOR JOB DESCRIPTION (full-time, 12-month position)
\$56, 795.90 gross salary
(advert will be removed once filled)

PRIMARY OBJECTIVE

Under the direction of the School Principal, to provide high level leadership and support with school-home liaison, supervising liaison staff and working collaboratively with teaching and non-teaching staff, in our busy and demanding environment.

We value diversity and aim for a workforce which is representative of the community we serve. ATSI applicants will be given priority consideration and preference in selection for this vacancy if they meet all essential selection criteria & are suitable at position level.

TEACHING TWO WAYS

Yipirinya School caters for Aboriginal students, offering a two-way (bilingual & bicultural) education helping to keep culture alive.

KEY DUTIES AND RESPONSIBILITIES

- * To work in partnership with all stakeholders to manage indigenous students' wellbeing, enrolment and attendance.
 - * To communicate clearly and effectively with all stakeholders and external agencies to engage and support indigenous students.
 - * Under supervision of the Principal, to collaborate and communicate with members of the leadership team, staff members and peers, and all relevant stakeholders, on matters which relate to student wellbeing, enrolment and attendance.
 - * To complete written forms, file notes or reports as required as part of the position.
 - * To effectively supervise liaison officers and designate their responsibilities.
 - * To work extended hours on occasion if needed to ensure student safety (e.g. driving them home; contacting external agencies).
- Time off in lieu (TOIL) will be negotiated with Principal if this occurs.*

SELECTION CRITERIA

Essential

1. Demonstrated high level interpersonal, oral, written communication skills and word processing skills. In particular, the ability to communicate effectively with families from our various Yipirinya language groups.
2. The ability to engage effectively and manage conflict with people from diverse cultures including all stakeholders.
3. Proven ability to work independently as well as part of a team in the spirit of collaboration, trust and reliability.
4. Demonstrated, strong management skills for supervising staff and designating their responsibilities.
5. Well-developed organisational and problem-solving skills.
6. Demonstrated ability to work under pressure to complete tasks within required timeframes.
7. The ability to maintain integrity and confidentiality.

JOB DETAILS

New employees at Yipirinya School have a probationary period for the first six months of their contract. This is normal practice for all new appointments.

Normal hours of work are 37.5 hours per week, between 8.00am and 4.00pm each day. Any appointment will be made under the terms and conditions of the School's Workplace Agreement, a copy of which may be obtained from the School Office.

This appointment is made under the terms and conditions of the Enterprise Bargaining Agreement. The salary for this position has been classified as Level 4.1 with a pro-rata salary of \$56, 795.90 and this is will be paid in weekly instalments. Employees receive superannuation benefits which are currently 9.5% of salary. In addition, they have the leave entitlements stipulated in the agreement and may make use of the school's salary sacrifice scheme.

FURTHER INFORMATION

The successful applicant must have no significant criminal record confirmed by a Police Criminal History Screening Check and have, or be in the process of obtaining, a current Working with Children Card and current First Aid Certificate.

All enquiries to Jackie Miller, Principal on (08) 8952 5633.

HOW TO APPLY

Email - mark as CONFIDENTIAL and email to Jackie Miller (Principal) at principal.yipirinya@ntschoools.net

Post- mark as CONFIDENTIAL and address to Jackie Miller, Principal Yipirinya School PO Box 2363 Alice Springs NT 0870

Hand-deliver- mark as CONFIDENTIAL and address to Jackie Miller, Principal Yipirinya School. Drop off at reception at Yipirinya School Larapinta Drive Alice Springs NT 0870.