EXPRESSION OF INTEREST
Bundamba State School
Temporary Indigenous Community Liaison Officer (Teacher Aide)
Temporary Part-time (20hrs/week)
9 February 2015, with possibility of an extension for the right applicant

As the Indigenous Community Liaison Officer (Teacher Aide) you will:

- Develop and implement strategies for effective links between home and school related issues and to encourage improved school attendance and participation
- Assist in the development of school and community links
- Have the ability to facilitate effective two way communications between the school and parents/carers and the school community including calling parents/carer/community members
- Carry out teacher aide tasks associated with the position's duties, including ICT skills
- Must have demonstrated links to the local indigenous community

The Indigenous Community Liaison Officer reports to the Administration Team in relation to duties.

How you will be assessed: Within the context of the role described above, the ideal applicant will be someone who has the following key capabilities:

1. **Supports strategic direction**
   Knowledge of or ability to learn quickly about classroom activities and procedures, use and maintenance of resources and school policies.

2. **Achieves results**
   Work with key stakeholders to improve student wellbeing and achievement.

3. **Displays personal drive and integrity**
   Demonstrated ability to organise own work, to work independently and as a team member, to maintain confidentiality, and reliability.

4. **Communicates with influence**
   Demonstrated sound personal qualities of tact, reliability and an ability to work with others both individually and as a member of a team.

Applicants are requested to submit no more than a two A4 page written response to the four “How you will be assessed” criteria, a Resume and the names and contact details of two referees.

Applications close 12 noon Friday 30 January, 2015 and should be marked Private and Confidential.

Email to [vacancies@bundambass.eq.edu.au](mailto:vacancies@bundambass.eq.edu.au) or address to:

Business Services Manager
Bundamba State School
221 Brisbane Road
Bundamba Qld 4304

The successful applicant will be required to apply for a Working with Children Suitability Card.

Education Queensland is an Equal Opportunity Employer.

Indigenous and Torres Strait Islander persons are encouraged to apply.