



APPOINTMENT OF Aboriginal Education Officer (AEO)

Bishop Druit College
2025





Welcome from the Principal

Welcome to Bishop Druitt College—a place where hearts and minds are nurtured, where every student is seen, and where education is more than just academics; it's a journey of growth, belonging, and purpose.

As Principal, it is both a joy and an honour to extend a sincere invitation for you to consider becoming a part of our Bishop Druitt College family. Nestled in the heart of the beautiful Coffs Coast, our college stands as a proud and compassionate cornerstone of our community—committed to guiding young people as they grow into capable, kind, and courageous individuals.

Here at Bishop Druitt, we believe that true education reaches beyond textbooks and timetables. It begins with relationships—deeply rooted in care, respect, and understanding. Our dedicated staff work together to create a safe, inclusive environment where students are encouraged to embrace challenges, celebrate curiosity, and discover who they truly are. We are proud of our strong academic foundation, but equally proud of the way we uplift the whole child—mind, body, and spirit. Our programs are designed to spark imagination, develop resilience, and cultivate a sense of purpose in every learner.

As we welcome new educators and staff into our school, we are seeking individuals who are not only skilled and passionate, but also compassionate and collaborative. People who believe in the power of education to transform lives. People who will walk alongside our students, guiding them with integrity and inspiration.

If you feel called to be part of something meaningful—something that truly makes a difference—we would love to hear from you. Bishop Druitt College isn't just a workplace. It's a community, a calling, and a chance to leave a lasting legacy in the lives of the young people we serve.

Let's shape the future together—with courage, heart, and hope.

Darrundang

Yaari Yarrang

Mr Simon Doyle

Principal



Position Title

Aboriginal Education Officer

Reporting to

Director of Student Wellbeing

Contract term/type

Fixed Term (1yr)

Industrial Agreement

Independent Schools
(Teachers) Cooperative
Multi-Enterprise
Agreement 2025

Application due date

28th May 2025

Contact Information

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Aboriginal Education Officer



Bishop DrUITT College (BDC) honours the rich cultures of Aboriginal and Torres Strait Islander peoples. We foster an inclusive learning environment that values diversity. BDC was founded in the pursuit of excellence, with the vision of creating a premium K-12 independent educational experience for the children of the Mid North Coast of NSW.

Founded on Anglican principles, BDC's ethos is reflected in our caring philosophy and commitment to developing globally-minded citizens. We aim to empower each student to reach their full potential, nurturing academic skills, character, creativity, and social responsibility.

About you:

- You will have a connection to Gumbaynggirr Aboriginal culture and local community.
- An art or dance background is highly desirable.
- Experience in educational settings, ideally with a focus on Aboriginal education.
- Excellent communication and interpersonal skills.
- A willingness to understand/teach indigenous language would be desirable.
- A passion for empowering students and fostering cultural pride.
- You will have a Certificate III in Education, or a willingness to obtain.

About the role;

Our Aboriginal Education Officer is an identified position.

In this role you will do some of the following:

- Supporting Aboriginal students in their personal literacy and numeracy skills
- Liaise with year level and stage coordinators to maximise student attendance
- Attend and /or assist in the College Outdoor Education and Rites of Passage programs which may involve being present at school camps and supporting students in their personal growth and development to enter a new phase of schooling (ie. moving up years at school such as Year 6 into Year 7).
- Advocate for the school in developing Aboriginal community and elder partnerships
- Supporting the celebration of diversity by supporting the implementation of culturally appropriate programs and initiatives into the school.
- Collaborating with staff to integrate Aboriginal perspectives into the curriculum.
- Embed a mentoring framework for our Aboriginal students.
- Promoting awareness and understanding of Aboriginal cultures within the school community through NAIDOC Week Celebrations, outreach, community engagement, yarn-ups, and Goori group sessions with students of all ages.





Key Responsibilities

About the role continued:

- Facilitate the student involvement in the annual Reconciliation Action Plan goals and outcomes.
- Involvement in supporting On Country experiences for our students.

Work with teachers to:

- Assist Aboriginal students in all school activities, including excursions when possible.
- Discuss with Aboriginal parents the educational progress of their children.
- Identify and develop resources to support the learning outcomes of Aboriginal students.
- Assist in the development and implementation of personalised learning plans for Aboriginal students.
- Support Aboriginal cultural awareness for all students with particular reference to Aboriginal students.
- Help maintain effective relationships between Aboriginal students, Aboriginal parents, the Aboriginal community and school staff.

Work as part of a school team to support students:

- in relation to their school participation and programs including attending meetings for personalised learning plans.
- in relation to their attendance and retention.
- Liaise with the principal and school staff on protocols for interacting with the Aboriginal community in relation to staff and Aboriginal students in the school and Aboriginal education activities.

Coordinate school activities:

- Coordinate and manage the college's Goori Group activities in conjunction with wellbeing staff.
- Attend planning meetings as required for excursions, events as they relate to Goori group or other activities.

In addition to the duties described, it is expected the role will assist the Heads of Schools and the Principal in other duties as required from time to time.



Aboriginal Education Officer



Key Responsibilities continue;

**if the successful candidate is a qualified teacher they will be remunerated as a teacher and the below additional duties will be included in the position description:*

- Attend parent/teacher/student meetings as required.
- Engage in professional learning as identified through the college strategic plan or college needs such as behaviour management, CPR/emergency care and HSC marking, as deemed necessary.
- Participate in the College's professional development program.
- Maintain and meet the requirements of NESA Teacher Accreditation

Objectives of this role

- Contribute to a safe working environment, including maintaining our Child Safety.
- Lead the commitment to develop the whole person for our students, staff and their own professional learning as part of the BDC Way.
- Support the growing connection of Aboriginal culture and community with BDC.
- Ensure effective learning and teaching programs that are founded on inquiry/problem/project based experiences that are relevant to students' real world and are progressively self directed and personalised.





Qualifications, Experience & Skills

- A strong connection to Gumbaynggirr Aboriginal culture and local community.
- Experience in educational settings, ideally with a focus on Aboriginal education.
- Excellent communication and interpersonal skills.
- An art or dance background is highly desirable.
- A willingness to understand/teach indigenous language would be desirable.
- A passion for empowering students and fostering cultural pride.
- Experience with MAC based programs is an advantage (such as Google Drive, Gmail, etc)
- All candidates must have a valid working with children check (WWCC) or the capacity to obtain one.
- Current First Aid or CPR (or willingness to obtain).
- All candidates must be prepared to provide confirmation of Aboriginality.
- Experience within the community and / or Youth Working Services.
- NDIS worker clearance will be an advantage.

Why Join Us?

- Culturally appropriate flexibility for all staff.
- Free supported Training & Development as appropriate to help you be successful in this position.
- Be part of a dedicated team committed to making a difference.
- Opportunities for professional development and growth both locally and nationally.
- Be a part of a culturally rich and inclusive school community that focuses on everyone's wellbeing.
- Access to the schools Wellbeing initiatives, including free access to the College gymnasium.



Aboriginal Education Officer



Personal qualities

- Passionate and creative
- Collaborative and responsive
- Inclusive and empowering

Pre-employment checks

- Current NSW Working with Children's Check.

How to apply

- Please apply online via our employment web page.
- Applications should include the following, preferably as pdf files:
 - A covering letter that tells us about you
 - Your resume with your experience listed (including dates of employment)
 - Names and contact details of professional referees.
 - WWCC details

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