

# Indigenous Mentor Position Description



**Caulfield**  
grammar school

## Our School

Established in 1881, we are a multi-campus, co-educational school committed to providing exceptional educational opportunities from Early Learning through to Year 12. With over 3700 students, over 1000 employees and over 250 Sport coaches across our three metropolitan campuses, our size allows us to provide students with access to state-of-the-art facilities and resources, quality teachers and innovative specialist educational programs. Day-to-day school takes place at a choice of three Melbourne locations: Wheelers Hill Campus, Malvern Campus and Caulfield Campus.

Our academic programs and innovative approaches to learning empower students to excel, consistently placing Caulfield Grammar among the leading schools in Victoria.

## Our Purpose, Vision & Values

Our purpose is to enable quality learning every day in every experience for every learner for life.

This leads to our vision of being a leading, internationally recognised, co-educational school fostering responsible global citizenship.

Inspired by our Anglican tradition of faith, hope and love, our values guide the way we work together and behave.

- Pursuing Excellence
- Inspiring Creativity
- Thriving Together
- Embracing Diversity
- Living Wholeheartedly

For more information about our school, visit [www.caulfieldgs.vic.edu.au](http://www.caulfieldgs.vic.edu.au)



## Position details

Position Title	Indigenous Mentor
Reports to	Associate to the Director Community Engagement
Employment status	Fixed term/Permanent
Location	Caulfield Campus
Department	Community Engagement

## Purpose of the Role

The Indigenous Mentor provides cultural support and guidance to Indigenous students at CGS to ensure successful participation in the broader community.

## Relationships


### Line Manager

- Associate to the Director Community Engagement

### Relationships

- Associate to the Director Community Engagement
- Foundation Scholarships and Community Relations Manager
- Indigenous Liaison Officer
- Indigenous students and their families
- Head of Boarding
- Assistant Head of Boarding
- Heads of House

## Organisational Chart



Associate to the Director  
Community Engagement



Indigenous Mentor





## Responsibilities

### Successful Participation and Learning Outcomes

- Maintain regular contact with Indigenous students so they feel a sense of belonging in the CGS community to ensure outcomes for Indigenous students are maximised
- Mentor Indigenous students throughout their CGS journey
- Provide support and assistance to Indigenous students who wish to share their stories with the CGS community

## Key Performance Indicators

### Successful Participation and Learning Outcomes

- Evidence provided of a detailed knowledge and understanding of Indigenous students and their level of involvement at CGS
- Provide regular written updates of meetings with Indigenous students outlining successes and/or areas requiring further support

## Key selection criteria

### Qualifications

- Employment Working with Children Check.

### Skills and Experience

- Experience working with Aboriginal and Torres Strait Islander communities.
- Demonstrated knowledge and understanding of Aboriginal and Torres Strait Islander communities needs and relationships.
- Comprehensive understanding of the issues affecting relationships for Aboriginal and Torres Strait Islander communities and demonstrated ability to effectively communicate this internally to engage organisational stakeholders
- Demonstrated respect for people of varying cultures and backgrounds
- Good communication and interpersonal skills, written and verbal
- Proven organisational skills with the ability to prioritise and manage own workload to meet timeframes
- Demonstrated capacity to communicate, engage and connect a wide range of stakeholders

### Personal Qualities

- High standards of professional conduct
- Initiative
- Strength in relationship building
- Able to give and receive feedback
- Confident in modelling best practice



## Eligibility

Must be eligible to work in Australia and hold a current and valid Employment Working with Children Check.

## Child Youth Safety Strategy (CYSS)

Caulfield Grammar School is a Child Safe organisation with a commitment to the Safety and wellbeing of children with a zero-tolerance to the abuse of children in our care. The successful candidate will be required to support the School's Child Safety policies and procedures and commit to their implementation upon commencement.

- Provide a safe physical and emotional environment where students are respected and treated with dignity in an appropriate professional and caring manner.
- Be aware of, understand and ensure compliance with the School's Child Safety Code of Conduct, including the Child Safe Standards, and all relevant policies and procedures.
- Ensure all staff, including self, comply with Child Protection training requirements.
- Take all reasonable steps to protect students from abuse.
- Report any reasonable belief that a child's safety is at risk.

## Workplace Health & Safety

Caulfield Grammar School is committed to providing a safe and healthy work environment for all students, employees, contractors and visitors. Caulfield Grammar School aims to minimise, as far as reasonably practicable, the risk of injury, illness or harm to any persons through the schools activities, operations and functions on all campuses and off site.

- Behave safely and appropriately in all situations.
- Undertake any required training required for the effective performance of duties.
- Ensure compliance with the School's Occupational Health and Safety policy and procedures.