



Guildford Grammar School

POSITION DESCRIPTION

Position Title:	Indigenous Program Lead
Date established:	October 2024
Reports to:	Deputy Principal – Student Experience

POSITION OVERVIEW

The Indigenous Program Lead at Guildford Grammar School plays a pivotal role in nurturing and empowering our Indigenous students. This role is dedicated to fostering a culturally safe and enriching environment, where our Indigenous students can thrive academically, personally, and culturally. The incumbent will lead by example, engaging students, staff, parents, and the broader GGS community in celebrating Indigenous culture and heritage, ensuring inclusivity, diversity, and pride are embedded across the entire school.

This dynamic role goes beyond program delivery — it is about creating lasting connections and driving whole-school engagement in meaningful and respectful ways. The key is to walk in two worlds, two ways and two imperatives. Advocate with respect, guide with humility and gentleness.

REQUIRED COMPETENCIES AND SKILLS

Education and training

- Appropriate teaching qualification or demonstrated relevant experience in a similar field.

Competencies and technical skills

- **Deep cultural understanding:** You bring a rich knowledge of Indigenous cultures and traditions, and understand the frameworks needed to help students reach their potential, both academically and personally.
- **Support and development:** You demonstrate a nuanced understanding of the complexities facing Indigenous students, providing support that helps them excel in all aspects of their schooling including Boarding.

- **Collaborative solutions focus:** You're committed to working alongside all stakeholders — students, families, Elders, and staff — to create the best outcomes for our students.
- **Duty of care:** You have extensive experience in pastoral care, ensuring every student feels safe, supported, and seen within our community.
- **Cultural leadership and community engagement:** You excel at building strong relationships with Indigenous communities, Elders, and families, ensuring their voices are central to the school's journey.

Personal Attributes & Values

- **Visionary leadership:** You are a forward-thinking leader who consistently brings fresh ideas and best practices to the role.
- **Cultural advocate:** With an unwavering commitment to Indigenous empowerment, you work tirelessly to elevate cultural knowledge and pride within the school.
- **Resilience and adaptability:** You handle challenges with grace, finding creative and culturally sensitive solutions.
- **Integrity and trust:** You are known for your integrity and are deeply respected by both the Indigenous and wider school communities.
- **Humility:** Your leadership is marked by a genuine ability to empower others, fostering a sense of shared success and growth within the school community.
- **Sensitivity and intercultural awareness:** You demonstrate a profound understanding and respect for diverse cultural perspectives, creating an inclusive environment that values and celebrates every student and staff member's unique background.

KEY RESPONSIBILITIES AND TASKS

These include, but are not limited to:

Cultural Program

- Lead the Boodjar Bidi Program, promoting Indigenous leadership and cultural understanding.
- Oversee the development and annual reporting of the Reconciliation Action Plan (RAP).
- Create opportunities for students to engage in cultural performances, excursions, and learning experiences that deepen their connection to their culture.
- Work closely with Elders, ensuring involvement in key school functions.
- Plan community events that celebrate significant Indigenous dates, fostering cultural pride within the entire school.
- Regularly meet with students as a group to build a sense of identity and support within the group.

- Support staff in accessing professional development about first Nations People and best practice.
- Attend key school events and external partner programs and ensure appropriate acknowledgment and representation of our first nations students.

Academic and pastoral support

- Monitor and support Indigenous students' academic and pastoral progress, intervening early to ensure every student is thriving.
- Collaborate with the school's medical centre and wellness team to ensure students' health and wellbeing are supported holistically.
- Work closely with various departments — boarding staff, Heads of Houses, medical staff, sports coaches, chaplaincy, inclusive education and subject teachers — to maintain a wrap-around support system for students.
- Develop leadership and personal growth opportunities for Indigenous students.

Student transition

- Support Indigenous students and families with the transition into school, including assisting with practical arrangements such as uniforms, booklists, and ABSTUDY applications.
- Provide support for students transitioning out of school, assisting with careers advice, apprenticeships, university applications, and securing scholarships.

Program administration

- Oversee the application for grants that support the program and students.
- Collaborate with boarding staff and parents to organise travel arrangements for students and communicate effectively with families.
- Oversee ABSTUDY processes and collaborate with external partners to ensure compliance with acquittal procedures, proper allocation of funding, student development initiatives, reporting requirements, and related administrative tasks.

This position description is intended as a guideline to illustrate the main job responsibilities. It is not intended to be an exhaustive list and may change within the scope of the role at the Manager's discretion. Employees may also be required to undertake other reasonable duties as directed.