



POSITION DESCRIPTION

Position: First Nations Liaison Education Assistant

Reports to: Deputy Principal

Tenure: Ongoing

Status: Part Time 2 days per week, 40 weeks per year

Commencement Date: January 2027

COLLEGE BACKGROUND

Mercedes College is a Catholic secondary school for girls in Years 7 to 12, governed by Mercy Education Limited and grounded in the Mercy Tradition. Situated in the heart of the City of Perth and part of the City's heritage precinct, the College was the first foundation of the Sisters of Mercy in Australia and is the oldest girls' school in Australia on the original site of foundation.

Since opening in 1846, the College has demonstrated a commitment to providing the highest quality educational experience for girls from a diversity of cultures and backgrounds. We aim for excellence in a learning environment where students are encouraged to take ownership of their educational journey and persevere to achieve their personal best.

Our values inspire our faith and learning community.



COMPASSION: We are a caring community. We walk with others in empathy, respond with mercy, and are prepared to give each other another chance.



JUSTICE: We uphold the rights of the individual, are accepting of difference and treat all people with fairness and respect.



INTEGRITY: We act with commitment and honesty, holding steadfast to our principles in all we do.



SERVICE: We give of ourselves, time, and gifts, to serve others. We are present, helpful and respectful to those in need.



EXCELLENCE: We strive to excel at all times gaining strength from each other and following in the footsteps of Catherine McAuley with courage and conviction.



HOPE: We embrace optimism, inspire perseverance through challenges, and nurture a positive outlook, fostering an environment where dreams can flourish.

OVERVIEW OF THE POSITION

The First Nations Liaison Education Assistant (FNLEA) will have direct engagement with the First Nations students and their families within the College community. They are dedicated to fostering a supportive learning atmosphere for the students and will serve as a primary contact for First Nations families.

This FNLEA will work with some supervision and will handle tasks that require basic skills to achieve specific goals set by the Principal. The successful applicant should have the ability to apply techniques, skills, and knowledge acquired through previous experience, learning on the job, or relevant qualifications.

We are inviting applications from individuals who will bring expertise, enthusiasm, innovation, and a commitment to the shared Vision of the College. It is essential that applicants be prepared to support the ethos, values, and mission of the College.

RESPONSIBILITIES

PASTORAL

- Advocate and support the Mercy ethos, values and mission of the College
- Promote and maintain Gospel values and the Catholic tradition across the College community, including students, staff and parents
- Ensure all undertakings are student focused

KEY DUTIES

- Provide a child-safe learning environment for all students.
- Assist in the development of teaching programs, Individual Education Plans, or Curriculum Adjustment Plans when needed.
- Undertake yard duty, excursions, camps, retreats and other student supervision activities as required.
- Demonstrate the physical capacity to perform Education Assistant duties, including standing, walking and moving across the College campus for extended periods.
- Participate in emergency management and student welfare procedures in accordance with College requirements.
- Provide support for teaching programs, including individual and small group sessions, as well as literacy and numeracy initiatives.
- Act as a liaison between teachers, Principal, parents, and students to address matters such as College fee arrangements, attendance, and the transition from primary school to secondary school and post-school pathways.
- Provide cultural advice as required and arrange/participate in cultural awareness sessions for students and staff.
- Support First Nations students within the classroom setting and provide pastoral care.
- Forge strong links amongst the First Nations students, their families and staff of the College.
- Act as a liaison between MADALAH Mentoring Scholarship program and the College.
- Participate in College-based decision making groups.
- Assist with funding applications for relevant funding opportunities.
- Be aware of and advise on current First Nations Education Programs.
- Attend meetings and/or professional development as required by the Principal or delegate.
- Arrange activities for events of significance i.e. Reconciliation and NAIDOC weeks.
- Arrange guest presenters/role models to visit the school.
- Assist the Enrolment Officer with the enrolment of First Nations students.
- Inform the Principal or their delegate of current issues/trends within the First Nations community.
- Maintain high standards of professional communication with all stakeholders.
- Use information and communication technologies safely, responsibly and ethically.
- Be familiar with and understand the core systems for the delivery of student learning across the College.
- Record all parent contact, pastoral concerns and actions on SEQTA.

OTHER

- Comply with the Mercy Education Limited Code of Conduct, management directives and approved policies and procedures
- Engage in the co-curricular life of the College
- Actively participate in the Work Health and Safety program at the College. This includes completing all Mercy Education Ltd modules within the time frame provided
- Assist in the coordination of and actively participate in various school functions
- Comply with the staff dress code at all times
- In being both proactive and responsive to changes in the College's operating environment, the Principal may, from time to time, require the performance of other duties

SELECTION CRITERIA

- Commitment to the ethos and values of Catholic and Mercy education.
- Must be of First Nations or Torres Strait Islander descent; Identifies as such and be recognised as a member of the First Nations or Torres Strait Islander community in which they live.
- Act as a mentor for First Nations students and Torres Strait Islander students.
- Ability to build strong connections among First Nations students, their families, and College staff.
- Have sound organisational, interpersonal and communication skills.
- Show initiative, work independently and contribute to a team environment.

CONDITIONS OF EMPLOYMENT

Mercy Education Limited is the Employer of all staff at Mercedes College and employment will be subject to the terms and conditions of The Roman Catholic Archbishop of Perth Non-Teaching Staff Enterprise Bargaining Agreement 2014 and the Catholic Education Commission of Western Australia Policy Statements and school based policy statements.

Remuneration will be dependent on years/qualifications as a Teaching Assistant.

Support for the ethos and mission of the College as outlined in documents on our website:

www.mercedes.wa.edu.au

The successful candidate will also require:

- A current Working with Children Check Card (WWCC)
- A National Police Clearance – no older than 90 days
- Accreditation to work in a Catholic School or preparedness to work towards it
- Undergo Mandatory Reporting training
- Undergo Staff Code of Conduct training

APPLICATIONS

Applicants must provide a covering letter addressing the selection criteria, a detailed curriculum vitae and the names of three referees, one of whom must be the current employer.

Please include all relevant documentation into one PDF document prior to submission.

Applications must be in writing addressed to the Principal, Dr Lucie McCrory, and emailed to employment@mercedes.wa.edu.au by 9am, Monday 21 September 2026.

We encourage you to apply as soon as possible as we reserve the right to close this vacancy early.

Confidential queries about this position can be directed to employment@mercedes.wa.edu.au.

LINKS

- WA Catholic School Teachers Enterprise Agreement - CEWA.edu.au
- Mercy Education Limited Code of Conduct - mercy.edu.au/Code of Conduct
- Mercy Education Limited Policies - mercy.edu.au/resources/policies

COMPASSION JUSTICE INTEGRITY SERVICE EXCELLENCE HOPE



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