



### **Cultural Advisor, First Nations Partnerships Application Package**

Thank you for your interest in applying for the part-time, term time 10 hours per week position of Cultural Advisor, First Nations Partnerships at Samford Valley Steiner School.

The package for the above position is enclosed. It is composed of:

1. Information for Applicants
2. Selection Criteria
3. Role Description

Should any of the above documents be missing from your package, please contact the office on 07 3430 9600.

Please read these documents carefully before seeking further information.

Yours sincerely,

Carly Sheard  
School Director

#### **Information for Applicants**

Thank you for your interest in the advertised position. The aim of this Information for Applicants Package is to help you understand the selection process so that you can present your best case for appointment.

The basis for selection is the relative merit of each applicant in relation to the mandatory requirements and key responsibilities outlined below.

#### **Role Description**

The Role Description should be read carefully. It provides information regarding the following:

1. Position title
2. Area
3. Location
4. Role Relationships
5. Role Context
6. Role Purpose
7. Key Accountabilities

#### **Remuneration**

Salary is based on qualifications and experience in line with the *Samford Valley Steiner School Enterprise Agreement 2022*.

## Hours of Duty

This is a part-time, term-time position 10 hours per week with days and hours to be negotiated.

### Key Responsibilities

The Cultural Advisor will work in close collaboration with teaching staff to give cultural advice and support, providing advice and suggestions for authentic resources and promoting cultural activities and celebrations in the school.

The role will support new Indigenous families prior to enrolment to encourage cultural safety and welcome them to our school community, ensuring equity and cultural recognition.

The role will assist Indigenous visitors as a close contact and support person during their visit.

### Mandatory Requirements

- This is an identified position for First Nations peoples

### Desirable

- Knowledge of Steiner Education and the ethos of the school, or a willingness to learn

### How to Apply

Your application should include:

1. A letter of Introduction and statement as to why this role appeals to you
2. Written applications, addressing the Selection Criteria, including a CV and two professional referees
3. Please forward your CV, letter of Introduction and responses to the Selection Criteria to:  
Shannon Ellis at: [sellis@samfordsteiner.qld.edu.au](mailto:sellis@samfordsteiner.qld.edu.au)

### Closing Date

- Position open until filled.

### Selection Process

All applications received will be acknowledged. If you do not receive confirmation of your application, please contact the office on 07 3430 9600 or email: [sellis@samfordsteiner.qld.edu.au](mailto:sellis@samfordsteiner.qld.edu.au)

Short listed applicants will be contacted by phone and will be required to attend an interview. All applicants will be informed whether they have been short-listed or not.

### Contacts for Further Information

If you would like to find out more about this role or ask any questions please contact Carly Sheard via the school office on 07 3430 9600.

## Selection Criteria

1. A commitment to professional learning and a willingness to learn about Steiner education and philosophy of child development
2. An ability to work collegially and a willingness to actively participate in and contribute to the cultural life of the school
3. Excellent communication, organizational and interpersonal skills with an ability to develop warm, professional relationships with students, parents and staff and wider Indigenous communities
4. Ability to network
5. Strong Indigenous cultural knowledge and understanding of protocols, knowledge of our local area and connections with local elders.
6. Ability to provide cultural support to staff as required and be flexible according to needs

## ROLE DESCRIPTION

| <b>Position Title</b>         | <b>Cultural Advisor, First Nations Partnerships</b>   |
|-------------------------------|---|
| <b>Area</b>                   | Whole School  |
| <b>Position Reports to</b>    | School Director   |
| <b>Role Location</b>          | Brisbane (Samford)  |
| <b>Key Role Relationships</b> | School Director<br>Faculty Directors<br>College of Teachers<br>All Staff, whole school community (staff, parents, students, interested and active parties)<br>External community organisations and Indigenous communities |

## Role Context

Samford Valley Steiner School (SVSS) was established in 1987 and has experienced considerable growth over the past few years, with a High School operating since 2006. The School operates from a well-established and strong base in Anthroposophy that permeates all aspects of school.

As a consequence of the growth in the school, and the desire to engage strongly with Indigenous communities, we have identified the need for a Cultural Advisor, First Nations Partnerships, who will promote and maintain positive relationships with students, staff, colleagues, parents and the school community, as well as wider Indigenous communities so that we can be a fully inclusive school, support Indigenous students and their families, enrich our teaching programs with Indigenous culture and build greater understanding and respect in our community. This position is an identified position for First Nations peoples.

The Cultural Advisor must be willing to learn, engage and work from our Vision and Core Principles at Samford Valley Steiner School.

<https://www.samfordsteiner.qld.edu.au/about-us/vision/>

This role supports Indigenous students and liaises with staff, students to build awareness of Indigenous culture, promoting inclusivity and diversity, and building relationships and partnerships with Indigenous communities. This role is expected to grow over time and therefore initial priorities must be made as deemed necessary by College, Faculty Directors and the School Director.

## Role Purpose

### Cultural Advisor

The Cultural Advisor will work in close collaboration with teaching staff to give cultural advice and support, providing advice and suggestions for authentic resources and promoting cultural activities and celebrations in the school.

The role will support new Indigenous families prior to enrolment to encourage cultural safety and welcome them to our school community, ensuring equity and cultural recognition.

The role will assist Indigenous visitors as a close contact and support person during their visit.

## Key Accountabilities

### Duty of Care

The Cultural Advisor will contribute to the wellbeing of Indigenous families and staff in the school community. The role will promote policies, practices, programs and partnerships that are inclusive of the needs of Indigenous students and their families and are informed by knowledge, evidence and research.

**Safety and Compliance** Safety is a priority for all SVSS staff. All staff employed in any capacity by SVSS are expected to understand and effectively apply safety policies and practices as relevant to their role.

### Teaching and Learning

The Cultural Advisor will work collaboratively with staff as required and contribute to the establishment and maintenance of a supportive and safe learning environment consistent with School policies.

The Cultural Advisor will need to apply inclusive practices and be competent with appropriate program modifications to ensure that all students have access to the Cultural Advisor regardless of disability or other needs.

The Cultural Advisor will assist with the preparation, organisation, storage, and maintenance of cultural equipment and resources:

- Develop Acknowledgement to Country/Welcome to Country protocol document.
- Review main lesson topics in consultation with teachers to determine appropriate resources.
- Support the library with cultural resource management.

### Professional Conduct and Development

The Cultural Advisor will:

- Proactively seek and participate in continuing professional development activities
- Work within professional guidelines and responsibilities at all times, with due consideration and awareness of issues of sensitivity and confidentiality, maintaining good rapport with parents and guardians, and with appropriate duty of care toward fellow colleagues and students.

|  |   |  |
|--|---|--|
|  | <b>School Director</b><br>Name:<br>Signature: _____ Date: _____ | <b>Cultural Advisor, First Nations Partnerships</b><br>Name:<br>Signature: _____ Date: _____ |
|  | Signature: _____  | Date: _____  |

