

Belong to  
something bigger.

# Parent / Community Engagement Officers

P  
C  
E  
O



Ilim  
College

## Parent/ Community Engagement Officers : Roles and Responsibilities

---

### Introduction

Part of the school vision to build a closer educational partnership between parents, teachers and students. We seek to have parents more closely involved in every facet of their child's education. We know that when the school, family and community connect with knowledge and skills, it improves learning outcomes and life opportunities for all students. In order to achieve this and maintain strong and healthy partnerships.

As part of the College Islamic ethos and our commitment to the legislative responsibilities within the state of Victoria, including the specific requirements of the Victorian Child Safe Standards as set out in Ministerial Order No.870. it is important to note that Ilim College has zero tolerance to child abuse and takes its obligations of maintaining the safety and wellbeing very seriously.

### Role of PC Engagement Officers:

- ▶ To engage parents more widely in their child's schooling,
- ▶ To improve parent attendance and participation in school events and parent programs,
- ▶ To develop practical actions for school improvement and parent communication with the school,
- ▶ To develop teachers approach to parents and help build confidence of parents to provide constructive feedback,
- ▶ To help the school expand on co curricula activities,
- ▶ To assist the school in building partnerships between the home and the school and
- ▶ To engage with the broader community and advocate on behalf the school.

## Parent/ Community Engagement Officers : Roles and Responsibilities

---

### Responsibilities of PC Engagement Officers:

- ▶ Ensure a Working With Children Check is maintained
- ▶ Consent to a Police Criminal Record Check
- ▶ Undertake Mandatory Reporting training and understand the school Child Safe Policy and all other related policies as part of child/young person connected work.
- ▶ Adhere to all college policies and procedures
- ▶ Make the learning needs of all students of Ilim College their primary focus,
- ▶ Maintain effective and positive communication between the school and parents and wider community,
- ▶ Strive to provide a supportive environment for expressing and opinions,
- ▶ Maintain a high level of integrity in relation to conduct and debate about matters you may disagree with,
- ▶ Seek opinions from and discussion with campus leadership at all times and
- ▶ Inform the school as soon as practicable if you are no longer able to fulfill role expectations.

### In carrying out any school duties, the PC officers will:

- ▶ Be representative of the college community,
- ▶ Make recommendations based on reliable and credible information and not on innuendo,
- ▶ Display commitment to the college and its mission and vision,
- ▶ Maintain a visible and regular presence at the college and college events and
- ▶ Take a leadership role in promoting a positive public profile for the college.

## Parent/ Community Engagement Officers : Roles and Responsibilities

---

### Work Plan:

1. Before the commencement of their role ensure all PC officers must provide the school with following
  - ▶ Working with Children Check Card
  - ▶ Copy of their proof of identity with photo (driver's license or passport)
  - ▶ Signed volunteer Agreement Form
2. Before the commencement of PC engagement officer role the school will provide PC officers with the following documentation before they commence their role:
  - ▶ Ilim College Staff Code of Conduct
  - ▶ Norms and protocols of meetings
  - ▶ Voluntary agreement form
  - ▶ Name tag
3. Campus Principals' in collaboration with leadership team and PC officers will to put together a campus work plan that identifies in advance the opportunities throughout the year for parent officers input

2017 WORK PLAN				
Relevant Campus	TERM 1	TERM 2	TERM 3	TERM 4
School excursions				
Parent programs Workshops				
Events				
Volunteer opportunities				
Parent support opportunities				
Meetings				

## Parent/ Community Engagement Officers : Roles and Responsibilities

---

4. Conduct induction and training with PC officers
5. Conduct a skills audit of parent engagement officers to learn what could be utilised by the school and areas that the school could build capabilities
6. Preventing conflict - conflicts often arise because people feel their views have not been heard. Remember it is all about improving outcomes for students
  - ▶ Take control in a firm, positive, constructive way
  - ▶ Establish agendas at meetings agreed on by all present
  - ▶ Ensure School code of conduct, norms and protocols are modelled and adhered to at all times
7. Have a communication plan to engage the PC officers by identifying right approaches for further developing two way communications with the community and parents, i.e. website, portal, newsletter etc.
8. Build in routine reflection and improvement at the end of each term with a simple questionnaire. Things to look at are:
  - ▶ What worked well in this meeting?
  - ▶ Did we work well as a team?
  - ▶ Did everyone participate?
  - ▶ What didn't work well?
  - ▶ What do we need to do to improve our meetings?