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Belong to
something bigger.

Parent Engagement Officers

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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 know that when the college, 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.1359. 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 Parent Engagement Officers:

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

Responsibilities of Parent Engagement Officers:

- ▶ Ensure a Working with Children Check is maintained and provided to the college,
- ▶ Provide a copy of their proof of identity with photo (driver's license or passport)
- ▶ Consent to a Police Criminal Record Check
- ▶ Provide a signed copy of the Volunteer Agreement Form,
- ▶ Adhere to all college policies and procedures, specifically:
 - Child safety and Wellbeing Policy
 - Child Safe Code of Conduct
 - Student Duty of Care
 - Mandatory Reporting
- ▶ 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.

****Please note: Parent Engagement Officers undertake these responsibilities over a two-year term.**

In carrying out any school duties, the Parent Engagement 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,

Parent/ Community Engagement Officers : Roles and Responsibilities

- ▶ 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.
- ▶ When privileged to private or confidential information, ensure not to share any information with other staff members, parents, students or other individuals. If any concerns arise, only share with the campus principal or delegate for advice and guidance where necessary. (*Refer to Ilim College Privacy Policy*)
- ▶ Prevent conflict- conflicts often arise as people feel their views have not been heard. It is all about improving outcomes for students, In order to do this the parent engagement officers will:
 - Take control in a firm, positive, constructive manner,
 - Establish agendas at meetings agreed on by all present,
 - Ensure college code of conduct, norms and protocols are modelled and adhered to at all times.
- ▶ Have a communication plan to engage the Parent Engagement Officers by identifying right approaches for further developing two-way communications with the community and parents, for example: website, portal newsletter etc.
- ▶ Build in routine reflection and improvement annually with a simple questionnaire. Areas to reflect on:
 - 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?

College Responsibilities

Prior to the commencement of the role of the Parent Engagement Officer, the college will provide the following:

- Ilim college Staff Code of Conduct
- Norms and Protocols of meetings
- Voluntary Agreement Form
- Name Tag
- ▶ Conduct induction and training with Parent Engagement Officers.
- ▶ Conduct a skills audit of parent engagement officers to establish the skills that can be utilised by the college and areas that the college could build capabilities.

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Work Plan

Campus principals in collaboration with the leadership team and Parent Engagement Officers will put together a campus work plan that identifies in advance the opportunities throughout the year.

WORK PLAN				
Relevant Campus	Term 1	Term 2	Term 3	Term 4
School Excursions				
Parent Programs Workshops				
Events				
Volunteer Opportunities				
Parent Support Opportunities				
Meetings				