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## Candidate Information Pack

### Academic Enrichment Manager

October 2018

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## The Opportunity

- Use your teaching skills to make real impact with academic outcomes for Indigenous high school students
- Small, progressive not-for-profit based in Sydney
- Competitive salary and conditions

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The Aurora Education Foundation has changing the conversation about what is possible academically for Aboriginal and Torres Strait Islander students for the last six years. We focus is on high expectations and a world of possibilities by designing and delivering an innovative and unique high school program. Our program supports learning with academic enrichment, building resilience and cultural knowledge.

As Academic Enrichment Manager of The Aspiration Initiative (TAI), you will take the lead on designing and delivering programs to achieve strong academic outcomes for our students. You will create a supportive learning environment so that our students can thrive academically, welcome challenges and be cared for throughout our program. Additionally, you will work with across the TAI team to skill them up as facilitators of academic and other activities.

Tertiary qualified, you will have:

- An authentic commitment to enhanced future possibilities for Aboriginal and Torres Strait Islander young people
- Solid knowledge of the issues in Aboriginal and Torres Strait Islander learning
- Strong experience working in Aboriginal education
- Experience in developing and delivering a range of best practice educational programs
- Excellent interpersonal and stakeholder engagement skills
- A successful track record of delivering work effectively and efficiently.

We offer a values-driven, team environment, where we are each committed to the purpose of our organisation. You will be well-supported, starting with our orientation program and beyond, and will benefit from our collegiate approach to our work. In addition to a competitive salary, you will have immediate access to salary packaging as well as the Meal & Accommodation Card.

To be Aboriginal or Torres Strait Islander is a genuine occupational requirement of this role under Section 14 of the Anti-Discrimination Act 1977 (NSW).

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## How to Apply

Send your application to Bryan Creith at First People's Recruitment Solutions:

Email: [bryan@fprs.com.au](mailto:bryan@fprs.com.au)

Phone: (02) 6230 7666

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## About the Role

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Reports to:	National Manager, TAI
Direct Reports:	Curriculum Adviser
Employment Type:	Full-time, permanent
Location:	Alexandria, Sydney
Remuneration:	Competitive annual salary plus immediate access to salary packaging

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The Academic Enrichment Manager is a leadership role that has responsibility for overseeing, developing and delivering The Aspiration Initiative's (TAI) academic program. The position works closely with the CEO and National Manager together with program and education staff in the development and implementation of teaching and learning so that TAI is responsive to the academic, vocational and personal development needs of Aboriginal and Torres Strait Islander high school age participants.

The Academic Enrichment Manager is influential in inspiring, affirming and extending the practice and pedagogy of TAI educators, particularly during TAI camps. The Academic Enrichment Manager is also responsible for developing structures and processes to monitor the development of TAI pedagogy, monitor student progress and encourage effectiveness in the achievement of academic excellence.

Success measures in this role include:

- Feedback from students, Elders, camp staff and other stakeholders on quality, relevance and effectiveness of academic programs
- Level of continued academic improvement and engagement by TAI cohorts
- Timeliness and quality of reporting
- Contribution to team dynamics

## Responsibilities & Key Activities

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### Academic Enrichment

- Co-design engaging, best practice academic lessons, modules and activities that integrate Indigenous knowledge and traditions within the Australian Curriculum to maximize student learning outcomes.
- Work with TAI staff to develop and monitor individualized student academic support plans and provide advice on student academic interventions and extensions as needed.
- Evaluate and review the academic enrichment program on a regular basis.
- Keep abreast of and report on developments in national and state high school curricula as well as emerging research on best practice teaching methods for Aboriginal and Torres Strait Islander students.

## Teaching & Facilitation

- Develop and implement TAI Academic Standards Framework.
- Attend residential school holiday camps at TAI locations nationally to oversee the delivery of the academic program.
- Deliver or lead some academic lessons and other activities during camp and, where possible, use these opportunities to train and coach camp teaching staff.
- Oversee the development and implementation of camp staff training framework and design and deliver training on academic program content, planning, assessment and pedagogy (camp teaching staff may include TAI coordinators, Elders, and camp mentors).
- Lead and participate in reflective and continual improvement practice.

## Monitoring

- Develop, implement and monitor a system to record student academic progress to be used by program staff, with measurement against TAI learning outcomes.
- Oversee the completion of annual student Academic Support Plans and Progress Reports.
- Analyse and report on trends in student progress and program outcomes.

## TAI Program Operations

- Oversee the effective delivery of the TAI academic program, both during the school term, and during TAI residential camps held during school holidays.
- Monitor, meet and report on TAI program outcomes, as required (e.g., for funding reports)
- Assist, where required, with the ongoing cultural, social and emotional wellbeing support of students.
- Participate in real-time and post-program evaluation processes with TAI team members, teachers, key stakeholders and independent evaluators.

## Stakeholder Engagement

- Establish collaborative relationships with students, parents/carers, communities and key Aboriginal and Torres Strait Islander groups.
- Assist with selecting schools to participate in the program and build co-operative relationships with key school staff.
- Work closely with Aboriginal Elders on academic program design and student well-being.
- Contribute to the ongoing engagement with students outside residential camps such as via online communities.
- Contribute to communities of practice and other initiatives designed to strengthen TAI's effectiveness, reach and reputation.
- Represent TAI and Aurora at external events, when required.
- Participate in opportunities for communication with students, parents/carers and school teaching staff through forums/workshops relevant to their needs.
- Design and deliver presentations on TAI programs to relevant external stakeholders as needed.

## Safeguarding Children & Young People

- Meet the program's child protection policy, practice and behaviour standards and adhering to the Code of Conduct.
- Provide a welcoming and safe environment for children and young people.
- Promote the safety and wellbeing of children and young people associated with the program.
- Interact with children and young people in ways which positive and safe.
- Provide adequate care and supervision of children and young people associated with the program.
- Act as a positive role model for children and young people.
- Report to the National Manager or other appropriate person any suspicions, concerns, allegations or disclosures of alleged abuse.
- Report to the National Manager any criminal charges or convictions received during the course of employment.

## Organisational Participation

- Work with the leadership team to meet the strategic aims of the organization.
- Work collaboratively with team members to contribute broadly to the achievement of Aurora objectives.
- Participate in organisational and team planning initiatives.
- Provide regular reporting as required.
- Promote and monitor issues of work, health and safety.
- Undertake other responsibilities and duties within the scope of this role, as directed.

## Role Requirements

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### Selection Criteria

- To be Aboriginal or Torres Strait Islander is a genuine occupational requirement of this role under Section 14 of the Anti-Discrimination Act 1977 (NSW)
- A degree qualification with work experience in the education or youth sectors.
- Strong teaching delivery skills as well as the ability to engage young people in an education settings.
- Demonstrated success in designing and delivering educational programs for Aboriginal and Torres Strait Islander people.
- Experience in working constructively as a member of an inter-disciplinary team.
- Strong interpersonal skills with a demonstrated ability to work and engage with a diverse range of Aboriginal and Torres Strait Islander people and other program stakeholders.
- Well-developed oral and written communication skills including experience in the preparation and presentation of reports, research and projects with thoroughness and attention to detail.
- Experience in finding innovative solutions to problems in a complex and dynamic environment.
- Well-organised, able to prioritise and deliver work to deadlines.
- An ability to foster and encourage a culture of excellence and uphold Aurora's Values.

### Other Requirements

- It is a mandatory requirement that all successful applicants will be required to undertake a satisfactory Police check, have a valid working with children's check and hold a current driver's licence.
- Regular interstate travel will be required
- Attendance at after-hours meetings at various times and some overnight stay at TAI residential camps during school holidays will be required
- Compliance with WHS policies and procedures to ensure a safe work environment is required.

Our organisation is committed to child safety. We have zero tolerance of child abuse. Our robust human resources, recruitment and vetting practices are strictly adhered to during the application and interviewing process. Applicants should be aware that we carry out working with children, police records and reference checks (as we see fit) to ensure that we are recruiting the right people.

## Working With Us

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Our five key reasons to join our team are:



### You'll make a difference

Be part of our positive change to create a society where Aboriginal & Torres Strait Islander people have the same educational opportunities as all Australians. We know that our programs have a systemic impact.



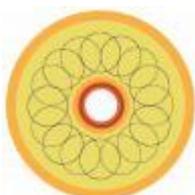
### You'll learn

We are constantly striving for excellence, looking at the latest research and punching above our weight. This means we are all learning and growing.



### We stand out

Our programs have been described by independent evaluators as unique and our results incredible. We have the courage to look at issues from alternative perspectives and tackle them differently.



### We're dynamic

We work hard yet our work environment is relaxed, friendly and supportive. We are all here for the same reason and work together to achieve outcomes for our stakeholders. We all enjoy our regular staff development meetings, celebrations of key events and our Wednesday updates.



### We live our values

Our work is guided by our values: **respect** allows to **collaborate** meaningfully and authentically which leads us to be **accountable** for what we do which in turn enables us to make an **impact**.

## About Aurora

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### Our Vision

A future where there is no education gap and where the next generation of Aboriginal and Torres Strait Islander Australians will achieve equitable participation at the highest level – in the professions, in boardrooms and across government.

### Our Purpose

To transform lives by investing in potential and inspiring excellence through education at the highest level.

### Our Values

**Respect** allows us to **collaborate** meaningfully and authentically, which leads us to be **accountable** for what we do, and in turn, enables us to make an **impact**.

	<h4>Respect</h4> <ul style="list-style-type: none"> <li>• We respect Aboriginal and Torres Strait Islander people as the custodians of the land on which we work.</li> <li>• We treat each other and our stakeholders with dignity and respect at all times.</li> <li>• We develop culturally safe spaces and foster awareness and acceptance of culture, identity and beliefs.</li> </ul>
	<h4>Collaboration</h4> <ul style="list-style-type: none"> <li>• We welcome feedback and adopt our practices and approaches when needed.</li> <li>• We understand that that success can't be achieved in isolation.</li> <li>• We participate equally and cooperatively in partnerships with community and stakeholders.</li> <li>• We share information, knowledge and skills across the organisation.</li> </ul>
	<h4>Accountability</h4> <ul style="list-style-type: none"> <li>• We deliver what we commit to.</li> <li>• We pursue excellence in everything we do.</li> <li>• We take responsibility for our actions.</li> <li>• We are responsive and transparent in the way we work.</li> </ul>
	<h4>Impact</h4> <ul style="list-style-type: none"> <li>• We aim to have a positive impact.</li> <li>• We innovate to achieve results.</li> <li>• We look to effect change in perceptions, outcomes and opportunities.</li> <li>• We believe in empowering ourselves and others to realise our full potential.</li> </ul>

## Our Programs

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Aurora’s programs provide Indigenous students with intensive, ongoing and tailored support through each stage of their educational journeys, from high school through to postgraduate studies. We currently operate in NSW and Western Australia and our Internship Program supports host organisations nation-wide. Here’s a snapshot what we do:

### Aurora’s Programs



**Our High School Program**, The Aspiration Initiative, provides intensive academic support over a 6 year period to Indigenous high school students and builds their confidence, resilience and aspirations.



Aurora’s **Indigenous Scholarships Portal** is an innovative technology solution that simplifies the process of applying for scholarships to allow more Indigenous students to access financial support and complete their degrees.



**Internship Program** facilitates funded internships for Indigenous university students and graduates at Indigenous-sector organisations, and builds vital career exposure and pathways.



Aurora’s annual **International University Study Tour** takes high-performing Indigenous students and graduates to visit some of the world’s leading universities in the UK and US, fostering their aspirations and capacity to apply for postgraduate studies to these institutions.



**International Postgraduate Scholarship program** supports talented Indigenous scholars to aspire to, apply for and successfully complete postgraduate studies at world-leading universities. Scholarships are awarded through the Charlie Perkins Scholarship Trust and the Roberta Sykes Indigenous Education Foundation and delivered by Aurora.



**Academic Outreach Program** connects outstanding Indigenous scholars from Aurora’s network with high school students in schools and communities.

## Our Organisational Structure

