



Candidate Information Pack

Academic Support Coordinator

February 2019

The Opportunity

- Unique Indigenous education program in progressive for-purpose organisation
- Opportunity to use your strong program administration skills for social good
- 4 days per week

At Aurora, our goal is for every Indigenous student to access the right educational opportunities so they realise their academic potential. For some, that's completing Year 12 and for others, that's a PhD from Harvard. We're aiming to shift the paradigm about what is possible for Aboriginal and Torres Strait Islander Australians; starting with students in Year 8 with our high school program, all the way through to post-graduate studies at international universities with our scholarships program. Our programs are long-term, independently evaluated and outcome driven. We don't see ourselves as a 'quick fix' to these complex issues and the results show that our programs work – investing in potential to inspire excellence and transform lives.

The Aspiration Initiative (TAI) is our high school program which students join in Year 8 and work with us until Year 13. We provide academic enrichment, including 20 days of camps each year and ongoing support in between camps. TAI focuses not just on the academic side of things, but also cultural identity and places Aboriginal ways of learning at its core.

This role plays a critical part in the wraparound, academic support that our students receive. In this role, you will establish systems and processes to track how our students are doing, organize additional supports (such as tutoring, computers, etc) and administer our Learning Management System (LMS). The LMS will be critical for our data collection and analysis, which in turn, will help determine the right supports and interventions for our students.

This is a role for someone who is passionate about the role that education can play in achieving social justice and enhanced life outcomes. To succeed, you will have strong administrative and organisational skills, you will be great with technology and enjoy collaborating with your team members. You will also be comfortable dealing with a range of external stakeholders including teachers, school principals, young people, parents and caregivers, Elders and members of the community.

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.

Aboriginal or Torres Strait Islander candidates are strongly encouraged to apply

How to Apply

Send your application (**covering letter** outlining your capability to do the role and your full **resume**) to Bryan Creith at First People's Recruitment Solutions:

Email: bryan@fprs.com.au

Phone: (02) 6230 7666

The Aspiration Initiative

- ⦿ Launched in 2011, The Aspiration Initiative (TAI) is a program which enhances educational engagement and improving academic outcomes for Aboriginal and Torres Strait Islander high school students. TAI takes students from Year 8 and works with them to support their aspirations through to the end of their first year out of high school.
- ⦿ TAI's academic enrichment program involves academic camps during school holidays, tutoring and ongoing mentoring and support for its students. Our programs currently operate in Perth, South West Region in Western Australia and Western Sydney, with head office in Alexandria, Sydney. TAI is a long-term, intensive program and provides:
 - 200 hours of support each year for 6 years to each student
 - 20 days of camps each year
 - Individual academic support (tutoring, mentoring, academic resources and equipment)
 - Pastoral care and post-school transition support
 - Connections with high-achieving Indigenous university students and graduates.
- ⦿ Our impact so far is:
 - Our students have three times the national Indigenous rate in ATAR attainment
 - Our students have twice the national Indigenous university enrolment rate
 - 100% of our students said that TAI raised their academic expectations; and
 - 100% were more confident of reach their future goals.
- ⦿ An independent evaluation of TAI by Nous Group concluded that the Program is **unique**. In the Australian context, its uniqueness lies in that fact that TAI:
 - Provides a combination of academic focused, culturally responsive activities that includes social and practical supports to strengthen academic and career aspirations, overcome socioeconomic barriers and respond to discrimination
 - Delivers supports to students in their schools, with a particular focus on public schools, rather than requiring them to transition into private schools
 - Is offered to students early (in Year 8)
 - Provides intensive support throughout high school (consistent with international best practice).

What our stakeholders say

- As a parent it was a great feeling to see how invested all the TAI teachers and staff were in my son's education. After 12 months with TAI he has become a very proud young Aboriginal man and I'd like to thank you all again for the difference you're making in his and our lives.
- I honestly don't think all of the TAI staff know how truly grateful we are for everything you do for us. The experiences we have, the people we meet and the places we go open up a whole new and incredible world. You help us believe that, when it comes to our future, anything is possible.

TAI Parent

TAI Student



Role Details

Role:	Academic Support Coordinator – The Aspiration Initiative (TAI)
Reports to:	Indigenous Education Leader
Employment Type:	Permanent, full-time (38 hours) or part-time (30.4 hours)
Probationary Period:	Six months
Location:	Alexandria, Sydney
Benefits:	Salary, superannuation and immediate access to salary packaging

Position Purpose

- To assist the Indigenous Education Leader in the continuous improvement of TAI's academic program.
- To manage student data collection and analysis.
- To contribute to research assistance and contribute to educational policy.
- To drive the effectiveness of the program through evaluation of program data.

Success measures in this role include:

- Currency and accuracy of student data base.
 - Stakeholder feedback.
 - Contribution to team dynamics.
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Responsibilities & Key Activities

Data Collection & Management

- Oversee the development and implementation of a monitoring system to track student academic progress and engagement.
- Analyse and report on student academic data.
- Provide guidance for Program Coordinators on the completion of yearly academic progress reports for each student.
- Support TAI staff to gather and interpret assessments and descriptions of student camp work.
- Regularly review best practice in student data maintenance and analysis and make recommendations for continuous improvement.

Curriculum Development & Student Support

- Assist with the continuous improvement of TAI academic enrichment program including developing and reviewing curriculum.
- In consultation with Program Coordinators, develop and keep current individual academic support plans.
- Work with the Indigenous Education Leader on sourcing and implementing academic interventions such as tutoring (based on academic support plans).
- Research and report on policy developments and best practice in education to inform the continual development of TAI curriculum, pedagogy, academic interventions and program delivery.

Program Operations

- Establish collaborative relationships with students, communities and Elders.
- Assist with the selection of TAI partner schools and build co-operative relationships with key school staff.
- Attend residential camps to deliver academic sessions and provide general support, from time to time.
- Maintain currency of content on the online learning platform.
- Manage ad hoc projects as required.

Child Safety

- Comply with Aurora's child safety policy, code of conduct and procedures.
- Maintain confidentiality around data and information relating to the children and young people participating in our programs.
- If relevant to your role, provide a welcoming and safe environment for children and young people.
- If relevant to your role, provide adequate care and supervision of children and young people in your charge.
- Maintain positive and safe interactions with children and young people.
- Act as a positive role model for children and young people.
- Report any suspicions, concerns, allegations or disclosures of alleged abuse to the relevant manager.

Organisational Participation

- 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.
- Contribute to the smooth running of the office by attending to general administrative duties.
- Undertake other responsibilities and duties within the scope of this role, as directed.

Selection Criteria

Essential

- Commitment to social justice for Indigenous Australians.
- Demonstrated experience delivering high-level administration in a team environment.
- Demonstrated systematic approach to managing projects, preferably using tools such as Asana.
- Capability in developing systems to collect, manage and analyse both qualitative and quantitative data.
- Ability to undertake small research assignments and report on findings.
- Strong computer literacy, including Excel and databases, with the ability to adapt to new systems quickly.
- Excellent interpersonal skills, with experience managing a range of different stakeholder relationships.
- Sound written communication skills.
- High attention to detail.

Preferred

- Aboriginal or Torres Strait Islander descent.
- Tertiary qualifications in teaching.
- Experience working within an educational setting.
- Experience working with young people.

Other Requirements

- Working With Children Check
- Satisfactory national police check.
- Ability to attend residential camps during school holidays from time to time.

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

Our five key reasons to join our team are:



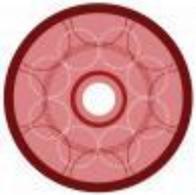
You'll make a difference

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.



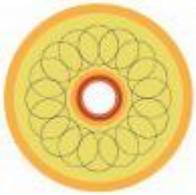
You'll learn

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

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**.

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



Our Programs

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 nationwide. 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 Chart

