



Candidate Information

Student Support Officer
High School Program
Western Australia

December 2020

● Investing in Potential ● Inspiring Excellence ● Transforming Lives

The Opportunity

- Unique Indigenous education program in progressive for-purpose organisation
- Work closely program participants
- Based at St Catherine's College, Crawley

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.

Our High School Program works with Indigenous students from Year 8 and until Year 13. We provide academic enrichment through our school holiday camps, wrap-around support and ongoing contact and engagement between camps. The Program 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 is 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, bring a good analytical bent to your work and genuinely enjoy collaborating with your team members. You will also be comfortable dealing with a range of external stakeholders including our students and their families, teachers, and providers of support services.

Our programs have achieved unparalleled success and this is an opportunity for you to be part of that narrative of excellence. We offer a values-driven, team environment, where we are each committed to the purpose of our organisation. You will be well-supported with regular professional development activities and will be welcomed into a collegiate team. In addition to a competitive salary, you will have immediately access to tax-reducing salary packaging.

Being an Aboriginal and/or Torres Strait Islander person is a genuine occupational requirement for this position

How to Apply

Please send your full resume and a covering letter explaining your motivation for applying and outlining how you meet the selection criteria in the role statement to:

Email: careers@aurorafoundation.com.au

Initial Enquiries: anne.clatworthy@aurorafoundation.com.au

About the High School Program

Our High School Program provides intensive academic support over a 6-year period to Indigenous high school students. The Program seeks out young people with an interest in learning and strengthening their cultural identity. It helps students to realise their full academic potential.

Currently in WA (Perth and Southwest) and NSW (Western Sydney), and delivered by specialist Indigenous staff, mentors and Elders, the Program provides each student with over 200 hours of wrap-around support each year. This includes 20 days of residential academic camps, tutoring, mentoring, well-being support, academic equipment (for example, laptops and Wi-Fi), as well as post Year 12 transition support. The High School Program is not just about the individual student.

A big part of the program involves engaging with families and schools to equip them with the tools to help participants along their education pathway. Furthermore, we focus on creating a community of students who support each other through school, university and into their careers.

Our Impact

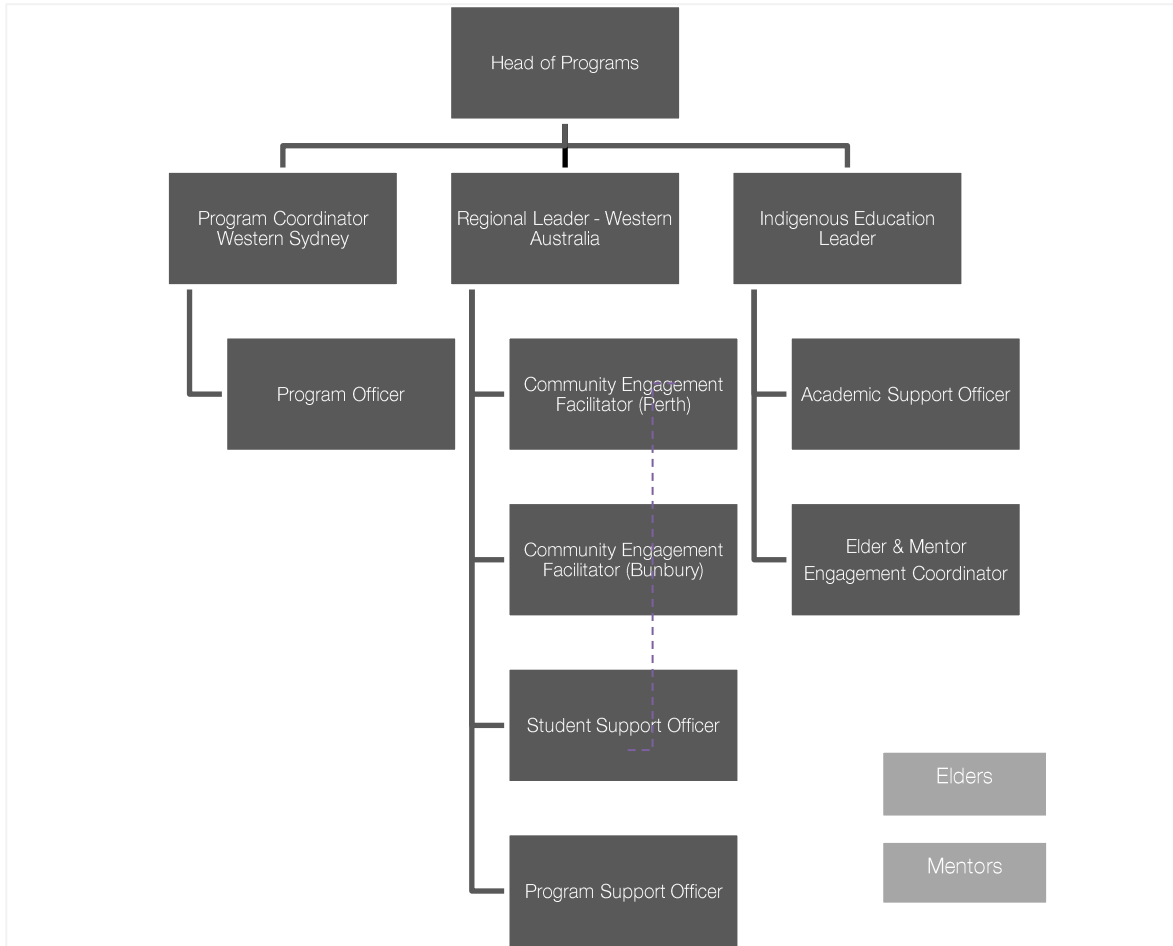
And independent evaluation by Nous Group concluded that the High School Program “could go a long way to closing the gap between Indigenous and non-Indigenous students in educational outcomes”. It also noted the potential for the Program to contribute to significant systemic change.

In addition, Nous found:

- Year 12 completion and ATAR attainment rates for Program participants were far higher than those of other Indigenous students and comparable to non-Indigenous students.
- The proportion of Program participants enrolled in university was far higher than for other Indigenous students and comparable to non-Indigenous students.
- A strong sense of community was reported to have fostered participant engagement and motivation, and improved their health and wellbeing.
- Participants’ educational aspirations and confidence were raised and their academic skills were strengthened.



High School Program Team



About Aurora

Aurora supports Indigenous students to realise their full academic potential – whether it is completing Year 12 or a PhD from Harvard. We walk with students throughout their entire academic journey – from high school right through to university, to post graduate studies and on to the workforce.

Our Vision

A future where the next generation of Aboriginal and Torres Strait Islander Australians achieve equitable participation at the highest level – in academia, the professions, in boardrooms and across government.

Our Aspiration

Through our interconnected programs, we aim to engage with over 50,000 Aboriginal and Torres Strait Islander people across Australia over the next 5 years. Our role is to inspire every Aboriginal and Torres Strait Islander student in their education journey, connect them with educational and career opportunities that enable them to realise their potential, and guide them in this journey. Supported by Aurora, students and scholars are achieving unparalleled outcomes that transform lives. We will continue to shift the conversation to one of proud and talented Indigenous students with limitless potential. In order to achieve systemic change, we are committed to an authentic and trusted approach, evidence-based decision making, and a long term focus.



Learn more about us:

<https://vimeo.com/367141762>

<https://aurorafoundation.com.au/>

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.



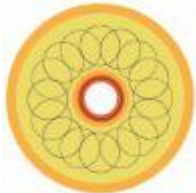
You'll learn

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**.

Our Values



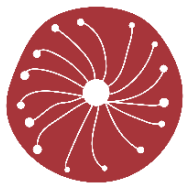
Respect

- 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.



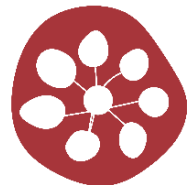
Collaboration

- 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.



Accountability

- 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.



Impact

- 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.

Role Statement

Position Details

Role Title:	Student Support Officer
Reporting To:	Regional Leader – Western Australia
Supported By:	Indigenous Academic Leader
Employment Status:	Permanent, full-time (38 hours per week)
Probation Period:	Six months
Location:	Perth (Crawley)

Position Purpose

This role facilitates the provision of necessary academic supports to students, enabling students to maintain or improve their academic performance as well as collecting data for our monitoring and evaluation processes.

This role reports to the Regional Leader (WA), with a dotted line to the Indigenous Education Leader for curriculum and student support matters.

Success measures in this role include:

- Timeliness of provision of academic support mechanisms
 - Currency and accuracy of student information on the database
 - Stakeholder feedback
 - Contribution to team dynamics and performance
 - Alignment with Aurora values.
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Responsibilities & Key Activities

Student Support

- In consultation with the Regional Lead and Community Engagement Facilitator support the development and tracking of Academic Support Plans for students.
- Establish and maintain relationships with local providers of academic support services, including tutoring services, online learning tools and other relevant partners.
- Analyse and report on trends across Academic Support Plans and make recommendations for enhancements as necessary.
- Update the relevant database/s with details of academic supports.

Data Collection, Management and Analysis

- Upload all student information (for example, personal details, school reports, school attendance, NAPLAN results, health and wellbeing information) into the relevant database/s.
- Support program staff to collect student data.
- Develop yearly student progress snapshots in consultation with Indigenous Education Leader and Regional Leader.
- Assist with the collection, collation and assessment of the students' camp work and student camp evaluations.
- Analyse student performance through review of student academic results, camp surveys and tutoring participation and provide advice and recommendations to Regional Leader, Community Engagement Facilitator and Indigenous Education Leader.
- Regularly review best practice in student data maintenance and analysis and make recommendations for continuous improvement.

Academic Enrichment Camps

- Participate in and support the co-design and organisation of Academic Enrichment Camps (up to 3 per year).
- Support the Program Coordinator and Curriculum team to ensure that camp meets each individual's physical and learning needs.
- Liaising with school contact to ensure that the Academic Support Plan is aligned to meet each student's Personal Learning Plan.
- Provide hands-on assistance with the organisation / logistics of each camp, as required.
- Attend Academic Enrichment Camps, with the purpose of supporting the students and facilitating activities.
- Lead post-camp including student surveys and evaluations and contribute to continuous improvement.

Cultural Safety

- Comply with cultural safety principles about overcoming the cultural power imbalances of places, people and policies to contribute to improvements in Aboriginal and Torres Strait Islander education. This includes:
 - Continuously growing and applying understandings Aboriginal and Torres Strait Islander cultures;
 - Actively reflecting critically on the potential for one's own unconscious bias;
 - Continuously supporting organisational reform (internally and externally) to ensure procedures, process and program practices are culturally safe.

Child Safety

- Comply with the National Child Safety, Code of Conduct and Procedure.
- 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 are 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 Program Manager or other appropriate person any suspicions, concerns, allegations or disclosures of alleged abuse against children and young people.

Organisational Participation

- Work collaboratively with team members to contribute broadly to the achievement of Aurora objectives.
- Participate in organisational and team planning initiatives.
- Contribute to the smooth running of the office by undertaking general administrative duties, as requested.
- Provide regular reporting as required.

- Take reasonable care for your own health and safety and for that of others in the workplace by working in accordance with legislative requirements and Aurora's policies and procedures.
- Undertake other responsibilities and duties within the scope of this role, as directed.

Selection Criteria

- A demonstrated understanding of or capacity to learn about Indigenous histories, cultures, organisations and the issues facing Indigenous people in Australia meeting their aspirations for their communities and families.
- The ability to communicate effectively with Indigenous people, stakeholders and organisations.
- Tertiary qualifications or working towards qualifications
- An organized, methodical and task-oriented approach to work with good time management skills.
- Strong analytical skills.
- Strong attention to detail and fast, accurate data entry skills.
- Willingness and availability to attend residential camps during school holidays.
- Highly developed computer literacy, including the use of CRMs and / or other databases.

Other Requirements

- Willingness to obtain a Working With Children Check.
- Satisfactory national police check ((outcome of this check is assessed on a case-by-case basis and will not necessarily exclude you).
- Driver's licence preferable.

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.