



Victorian Aboriginal Education Association Incorporated

Position Description

Position Title:	<i>Learning Adviser</i>
Salary:	<i>\$85,000 + Super and Salary Packaging</i>
Terms of Employment:	<i>7 Months Fixed Term, Full time. Work from Home (3 days x 9-5pm and 2 days 12-8pm)</i>
Reports to:	<i>Coordinator, Koorie Outreach Support Program</i>

1. About the Victorian Aboriginal Education Association Incorporated (VAEAI)

The Victorian Aboriginal Education Association Incorporated (VAEAI) was established in 1976 and aims to increase Koorie participation and positive outcomes in education, training and employment. VAEAI also aims to promote awareness of Koorie cultures and educational aspirations to the wider community.

VAEAI is a state-wide community-based organisation representing Local Aboriginal Education Consultative Groups (LAECGs), across eight regions in Victoria. Thirty (30) LAECGs, made up of volunteers from the community across the state, are the primary source of local advice on education and training matters and participate as equal partners in the planning, development, operation, monitoring and evaluation of education, training and employment programs across Victoria.

VAEAI has been a partner to the Victorian Government in all matters to do with Koorie education and training and has a proud history of ensuring the Victorian education and training system is responsive to Koorie community and student needs for over thirty years

Our local and regional community consultative mechanisms, which reach deep into Koorie communities across the state, enable VAEAI, as the Victorian Government's formal partner in Koorie education, to authentically represent and advocate on behalf of Victoria's Koorie community around education and training practice, policy and strategy

2. Position in Context

As a response to the COVID19 pandemic in 2020 when students across Victoria were required to learn at home, VAEAI implemented a virtual Koorie Outreach Support Program (KOSP) to support families to access the services they needed and learners to stay engaged in their studies and reach their learning goals. Families and learners had access to one-on-one support with a Koorie Outreach Facilitator and an Education Consultant to work directly with learners to identify their learning needs and develop a plan to work through challenges and goals. Learners could also access tutoring to provide assistance with learning around literacy and numeracy and other subjects as needed.

The program proved successful particularly around helping learners with school engagement and making sure they were “ready” and confident to return to the school environment.

While students have returned to classroom learning the situation regarding the COVID pandemic continues to be uncertain and the potential for future lockdowns and return to home learning remains.

As a result, the Koorie Outreach Support Program with modifications to its operations, is continuing through 2021 with a focus on supporting primary and secondary Koorie students and their families.

The objectives of the program are to:

- Engage/ re-engage Koorie students with their learning
- Build the capacity of families to work successfully with the education and training system including the Koorie Education Workforce, teachers and school support staff and programs
- Enhance system responses to the learning needs and aspirations of Koorie students
- Increase learners’ capacity to achieve learning goals

Learning Advisers (previously called Education Consultants) are critical to the delivery of the program, connecting with students and families to ascertain their learning needs and facilitate access to essential supports that are available from, for example:

- VAEAI staff, including Koorie Outreach Support Facilitators, programs and resources
- The Koorie education workforce within the Department of Education and Training (DET) as well as relevant school staff and support programs
- One on one on-line tutoring

Position Summary

Koorie students and families across Victoria will be supported by Outreach Facilitators and Learning Advisers. Learning Advisers will work with learners and their parents/carers to provide advice on appropriate learning supports (outside of the school environment) that may be needed by individual students. Learning Advisers will develop a learning plan with students and their parents/carers to ensure they are supported to stay engaged / re-engage with their learning and can achieve their learning goals. In addition, Learning Advisers will work with Koorie Outreach Facilitators to ensure other learner and family needs are identified and appropriately referred to relevant agencies and support.

The KOSP team is supported by a Coordinator who will oversee the program and provide guidance and support to staff.

In the current environment, Learning Advisers are expected to work primarily from home engaging and working with families and students virtually.

It is envisaged that the project will run from June to December 2021.

3. Key Accountabilities and Deliverables

- 3.1 Undertake intensive training provided by VAEAI in relation to the program model and the skills and knowledge needed to work successfully with KOSP learners.
- 3.2 Work collaboratively with other Learning Advisers, the KOSP Outreach Facilitators, the VAEAI Marrung Facilitators, Wurreker Brokers and other key staff, particularly to set up relationships and communications with key stakeholders including LAECGs, the Koorie Education Workforce and relevant staff in DET regional offices and schools
- 3.3 Undertake an assessment of learning/ tutoring needs to support students
- 3.4 Work with students and families to develop a learning plan to identify learning needs and develop strategies to assist students achieve their learning goals
- 3.5 Link learners to tutoring supports/ programs as needed
- 3.6 Regularly meet with students and families and work with them to assist learners to make progress against their learning goals
- 3.7 Liaise with Outreach Facilitators regarding overall learner and family needs to ensure challenges/ issues are addressed appropriately and in a timely manner
- 3.8 Ensure all case notes and the recording of information on learners and families are completed accurately and within time targets.
- 3.9 Contribute to the continual improvement of the overall Koorie Outreach Support Program
- 3.10 Participate in program evaluation

4. Personal Attributes

- 4.1. **Community/ client focused:** prioritises needs of communities, advocates for the best outcomes and follows through with commitments.
- 4.2. **Analytical:** takes a systemic view when building towards improvements in the sector, reviews data, arguments and opinions before making judgements and reaching conclusions, and is able to present clear and logical arguments
- 4.3. **Resilient:** overcomes obstacles and impediments to get things done, recovers from setbacks, learns from experience and identifies areas for self-improvement
- 4.4. **Self-disciplined:** manages own time to achieve outcomes, avoiding distraction and diversions.
- 4.5. **Flexible:** adapts to changing circumstances in the workplace whilst effectively prioritizing work and addressing what is most important.
- 4.6. **Positive:** is optimistic and remains calm when faced with difficulty.
- 4.7. **Collaborative:** works with others to achieve common goals and inspires trust.
- 4.8. **Supportive:** listens actively and inspires confidence, demonstrates empathy, and encourages others to obtain goals.
- 4.9. **Honest:** is reliable, trustworthy, credible and truthful.

5. Key competencies / Selection Criteria

- 5.1 A commitment to social justice and a sound knowledge of Koorie culture, community and networks and an understanding of the issues that affect Koorie people, particularly in education, training and employment
- 5.2 A tertiary qualification in education or equivalent
- 5.3 Demonstrated sensitivity and respect in relation to diversity across Koorie communities and dynamics within communities
- 5.4 Ability to participate effectively in stakeholder meetings and networks
- 5.5 Demonstrated high levels of written and oral communication skills including:
 - Interviewing and counselling
 - Writing – reports, correspondence, case notes
 - Oral communication – both phone and virtual, consultation, negotiation
 - Advocacy
 - Negotiation
- 5.6 Highly developed organisational and time management skills – able to set plans, follow-through and deliver required outcomes in a timely manner
- 5.7 Demonstrated ability to work effectively autonomously and as part of a team
- 5.8 Sound computer skills including a good working knowledge of Word, Excel, PowerPoint, email and internet, databases
- 5.9 A current Victorian Working with Children’s Check