Position Description

Who is South West TAFE?
South West TAFE is an education hub with a difference. We bring innovative education and industry insider knowledge together to power talent for tomorrow.

To better meet the demands of the fast paced world of 21st Century business, our courses are designed by industry and taught by professionals.

With over 150 courses on offer, we are well suited to provide quality hands-on training across the major business sectors. Plus, our teachers, training facilities, support services and direct links with industry are second to none. Our campuses are located in Warrnambool, Portland, Hamilton and Colac, with facilities and services set to expand as the region grows.

Our Ambition is to provide future focused education that creates a lifetime of opportunity and employability. Our Purpose is to deliver a modern and fresh approach to helping generations develop the skills they need for the futures they aspire to.

Our Values are:
- Integrity & Impartiality - We are transparent and ethical in all that we do, every day
- Respect & Human Rights - We demonstrate trust, understanding and embrace diversity
- Leadership - We will be forward thinking, collaborative and inspirational
- Accountability - We take ownership of our actions and deliver on our promises
- Responsiveness - We will deliver and respond with care.

Division Overview
Student Services aim to enhance the student experience and is a key element in the Institute’s strategic intent of maximising student engagement and retention across all campuses and delivery modes

The Student Services division is an integrated unit providing a holistic support and referral services which enhance the student educational journey.

The division is a key point of contact for students requiring assistance and guidance on a range of educational, cultural, social, access, and health and wellbeing issues

Position Overview (Your Opportunity)
The Indigenous Literacy and Numeracy Facilitator is a vital position within the Organisation, ensuring Indigenous students feel culturally safe and supported in their learning and skills training leading to greater retention and completion rates for Indigenous students.

The Indigenous Literacy and Numeracy Facilitator offers tutorial, literacy and numeracy coaching for students to ensure they maintain up to date course work and reach appropriate literacy and numeracy levels to succeed in their desired course.

The role works exclusively with students, their teachers, the Senior Educator and Koorie Liaison Officer to achieve maximal success for each student.
Key Accountabilities

All South West TAFE staff are required to act and work in the best interest of the organisation, as such every staff member has accountabilities to uphold for both their position and the wider organisation. These accountabilities include but are not limited to:

Your Position

- Facilitate literacy & numeracy development by:
  - Provide general study assistance including essay writing and review, practice tests
  - Establishing an Indigenous homework study group
  - Assisting students in a classroom environment as directed by the teacher
  - Assisting students on course specific work out of class
  - Coordinating orientation to study sessions/workshops
  - Coordinating small group learning sessions

- Monitor and implement individual student assistance and ensure familiarity with the directives and/or reasonable adjustments required

- Facilitate and promote students learning independence, self-determination, positive self-esteem, health and wellbeing

- Ensure students' rights to privacy, respect, dignity and confidentiality are upheld and maintained at all times

- Ensure service excellence through setting professional standards and measuring outcomes on a daily basis

- Maintain a respectful, polite and considerate approach when dealing with all students, staff, customers and community members

Your Organisation

- Recognise areas in which guidance and support is required from the Manager and seeks appropriate assistance

- Keep up to date with relevant information and industry best practice

- Comply with internal policies and procedures including the Code of Conduct

- Demonstrate the organisational values on a daily basis and proactively seeks to maintain a healthy and safe work environment

- Commit to access and equity principles in carrying out work functions

- Actively participate in the organisations Achievement Development Programme (ADP)

This position description describes in general terms the normal duties which the position is expected to undertake. However, the duties described may vary or be amended from time to time without changing the level of responsibility.

Key Selection Criteria (Key to Success)

Successful candidate will demonstrate the best combination of the following characteristics;

- Evidence of acceptance and established links with relevant Koorie Communities and a demonstrated understanding of, and empathy for, the issues relevant to Koorie education and training

- A demonstrated understanding of student centred support programs or services

- Demonstrated strong interpersonal skills, which include the ability to communicate effectively with a range of people and in a variety of situations

- A demonstrated commitment to monitor, collect and record accurate data and complete all required administration tasks within set time frames

- The ability to seek information necessary to solve problems as they arise

- Flexibility in a changing environment whilst maintaining professional practice

- A team player who achieves goals whilst utilising an organised and methodical approach to work

Qualifications and Requirements

Mandatory requirements

- Relevant Degree or Diploma in Foundation Skills (literacy and numeracy) or a suitable combination of lesser qualifications (Certificate III in Education Support) and relevant experience

- Employee Victorian Working with Children Check

- Satisfactory Police Check
Highly desirable requirements
- Minimum vocational teaching qualification Certificate IV in Training and Assessment TAE40116 (or equivalent)
- Level II First Aid certificate
- Substantial experience in computers and Microsoft office products and relevant industry software

Additional Information
- South West TAFE supports Equal Employment Opportunity and actively encourages Indigenous applicants to apply
- South West TAFE promotes the safety, wellbeing and inclusion of all children including those with a disability
- Position, requirements, classification skill level required and conditions in accordance with South West Institute of TAFE (Specialist Staff) Enterprise Agreement 2016
- Any member of SWTAFE may be required to work at any site dependent upon business needs

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