



## POSITION DESCRIPTION

### Koorie Participation Assistant

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Reports to: Education Delivery Manager

Department: Koorie Programs  
and Youth Education

Classification: PACCT 2

Location: Mildura

#### Primary objectives

To assist First Nations students with to be able to undertake further education and create equity of education opportunities.

#### Position summary

The role of the Participation Assistant is to assist a student to participate in and benefit from classroom activities. This role will vary, depending on the specific needs of the individual student and may take the form of one or a combination of the key responsibilities outlined below.

#### Key responsibilities

**Under the direction of the Education Delivery Manager – Koorie Programs and Youth Education and the day to day direction of the Koorie Programs and Youth Education Lead Teacher and Teachers in accordance with the Institute’s policies and procedures, the Participation Assistant is required to:**

- Assist students to engage in class activities providing special support in areas of literacy and numeracy.
- Engage students in positive mentoring relationship and leverage relationship to increase class attendance and engagement.
- Provide additional support outside normal classroom hours, when funding allows, to reinforce material (theory and practical skills) presented by the teacher.
- Provide explanation or clarification of procedures, words and new concepts.
- Assist the student with gathering materials and structuring assignments, and preparing for examinations and/or assesments.
- Assist the student to develop and improve time-management skills and study techniques.

- Encourage student independence and ownership of work and learning.
- Social inclusion assistance in and outside of the classroom where necessary.
- Interact with the student in a respectful and consistent manner.
- Advise and/or recommend to the EDM Koorie Programs and Youth Education/Teaching staff of additional learning needs or support that may be required.
- In consultation with the student, write a brief progress/assessment report at regular intervals, as requested by the EDM Koorie Programs and Youth Education/Teaching staff.
- Attend progress meeting with the student and teaching staff as required.
- Report any hazard/barriers observed for students in accessing TAFE facilities and participating fully in Institute activities.
- In consultation with the EDM Koorie Programs and Youth Education/Teaching staff, maintain an accurate form of client case recording in accordance with Institute guidelines. This includes recording and inputting data into the departments wellbeing platform.
- Assist as required in projects and programs undertaken by the Dulka Yuppata unit as a whole.
- Attend relevant professional development as required.
- Drive Dulka Yuppata bus as required and directed.
- Attend relevant meetings as requested.

**Act in accordance with SuniTAFE values – Accountable, Integrity, Improvement and Relationships including:**

- Provides exceptional customer service to all internal and external stakeholders of the Institute and ensures a positive first impression for Institute visitors at all times.
- Actively participates in all relevant training provided to assist in the implementation of new systems or processes across the Institute.
- Actively participate in the Institute's annual Workplan and Performance Review process.
- Participate in all team based activities and meetings within the Business Unit, and attend divisional and other meetings as required.
- Complies with OH&S and EEO legislation;
- Ensure compliance with SuniTAFE's Staff Code of Conduct, Child Safety Policy and Child Safety Procedures at all times.
- Prepared to undertake further courses of study, annual OH&S, EEO, Cultural Diversity and/or identified mandatory professional development programs or training relevant to the position as necessary.
- Reports to work as scheduled with a willingness to work flexible hours according to business needs.
- Demonstrates a willingness to adopt change and new initiatives.
- Represents the Institute professionally at all times.
- Actively promotes and encourages a service culture within the team.

- Communicates any opportunities to improve service delivery and make recommendations on steps to make agreed improvements.
- Actively encourages and promotes effective communication and strong working relationships within the team / Institute.
- The incumbent can expect to be allocated duties not specifically mentioned in this document but within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.
- Actively prevent fraud and corruption.

## Knowledge, skills and abilities

- Communication and liaison skills to ascertain individual needs and advise on ongoing support needs.
- An understanding of the issues encountered by Indigenous students in entering a formal educational setting such as TAFE.
- Be able to use initiative and work without direct supervision.
- Skills in assisting students with their specific needs or preparedness to undertake training in this area.
- Knowledge of National Privacy Laws, Equal Opportunity legislation and the Disability Discrimination Act.
- Sound knowledge of the Microsoft suite.
- Ability to work as part of a team.
- A demonstrated commitment to equality of opportunity for all people.

## Organisational relationships

Subordinates	Key Relationships	
	Internal	External
Nil	<ul style="list-style-type: none"> <li>• Teachers</li> <li>• Students</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

## Organisational environment

SuniTAFE is an award winning large provider of vocational education and training in north-west Victoria.

We are well positioned, with our campuses located in Mildura and Swan Hill, to orchestrate the continued delivery of excellent education and training in this region. We have experienced trainers, teachers and community providers offering qualification across a range of courses and customised skill set training covering multiple sectors relevant to the community and stakeholders.

## Key selection criteria

- Communication and liaison skills to ascertain individual needs and advise on ongoing support needs.

- An understanding of the issues encountered by Indigenous students in entering a formal educational setting such as TAFE.
- Be able to use initiative and work without direct supervision.
- Skills in assisting students with their specific needs or preparedness to undertake training in this area.
- Knowledge of National Privacy Laws, Equal Opportunity legislation and the Disability Discrimination Act
- Knowledge and understanding of local Koorie community and culture
- Ability to communicate effectively with members of the local Koori community

*The successful candidate will be required to provide:*

- *A successful criminal record check which is less than 6 months old;*
- *A current drivers license;*
- *A working with children check; and*
- *A COVID-19 digital vaccination certificate indicating at least two vaccinations.*

### Additional Information

- SuniTAFE supports Equal Employment Opportunity and actively encourages Indigenous applicants to apply.
- SuniTAFE 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 Sunraysia Institute of TAFE (PACCT) Enterprise Agreement 2021.

Recommended	Approved	Acknowledged
Shauna Picken Manager, HR Services	David Harris GM, Operations	[name] Incumbent
<b>Date:</b>		