



Application Kit

This Application Kit assists you in applying job positions advertised.

This Application Kit contains:

- background information that will help you to understand the recruitment process, and how to apply for a position advertised;
- Position Description

Tauondi Aboriginal Corporation (Tauondi Aboriginal College)

Tauondi Aboriginal College is an independent registered training organisation for Aboriginal adults in South Australia. It has been owned and governed by Aboriginal people since 1973. The College provides education for the “whole” person, affirming Aboriginal cultures and identities in ways that respect Aboriginal law and customs and the diversity of students’ experiences and ambitions.

Within this holistic philosophy, Tauondi College offers a range of nationally accredited training programs, as well as non-accredited Adult Community Education (ACE) activities specifically designed to meet the needs of Aboriginal and Torres Strait Islander people and their communities. These programs provide pathways to further study and employment.

In recent years, Tauondi College has expanded services to include employment placement. Training programs expose students to employers through work placements with the view to increase employment outcomes and to participation in economic activities.

Tauondi College also has a very proud tradition of providing cultural awareness programs to the broader community (government, private enterprise, businesses, and primary, secondary, tertiary schools) across South Australia.

These important principles, established at our inception, over 40 years ago, are fundamental to who we are, how we operate and what makes Tauondi College a special place for Aboriginal and Torres Strait Islander people to come together to grow and learn.



Recruitment Process

Tauondi Aboriginal Corporation has a three stage recruitment process: application, interview and verbal referee report. At each of these stages, applicants are assessed.

1. The application

Once the applications have been received, they will be assessed by a panel to determine the shortlist for interview.

*Applicants shortlisted will be contacted via telephone to arrange an interview.
Applicants not shortlisted will be notified via email.*

2. The interview

The interview provides an opportunity for applicants to talk about their experiences and background relevant to the advertised position. The Interview usually last for approximately 40 minutes and will involve a panel of three interviewers.

At the interview, you will be required to bring with you your original qualifications and one sample Training and Assessment resource which you have developed.

3. The Verbal Referee Report

A referee report will be obtained for all applicants who are in serious contention for the position

Once the applicant has accepted the position, unsuccessful applicants will be notified via email.



How do I apply?

Your application determines whether you will get an interview. It is your opportunity to show the selection panel that you have the knowledge, skills, experience and ability to do the job.

You should take the following steps when preparing your application:

1. Read the Position Description

Read the Position Description carefully as it includes Key Accountabilities and Responsibilities and Person Specification including the skills and knowledge, previous work experience, qualifications & training required for the position.

2. Prepare your application

In your application, please include the following documents:

- ❖ Cover letter: write a brief cover letter introducing yourself and why you are applying for this position.
- ❖ Summary of your experience, past or present: write a half page summary that addresses your **essential requirements from; Previous Work Experience:**
 - When and how you delivered and assessed accredited units of competencies, and
 - Explain an ASQA compliant assessment resource you have developed
- ❖ Resume: include your skills, education and employment history.
- ❖ Two referees: include the names and telephone numbers of at least two *work related* referees who can comment on your work performance.


3. Send your application

Send your application using following methods

Via Email thr@tauondi.sa.edu.au

Via Post PO Box 409 PORT ADELAIDE SA 5015 – Attention to Tauondi HR

Late applications will not be considered.

		Literacy and Numeracy Tutor Position Description		MGR01	
Prepared By:		Issued		Copy no	1
Authorised By	Doug Milera	Replaces		Page	1 of 4
Reason for Amendment					

POSITIONS DETAILS	LITERACY AND NUMERACY TUTOR
LOCATION:	1 Lipson Street, Port Adelaide South Australia 5015
DEPARTMENT:	RTO
REPORTS TO:	Deputy Chief Executive Officer
DIRECT REPORTS:	NIL
EMPLOYMENT CONDITIONS:	Casual (Tuesday, Wednesday, Thursday or Friday)
RELEVANT AWARD:	Educational Services (Post-Secondary Education) Award 2010

KEY POSITION OBJECTIVES
<p>The aim of this position is to deliver in-class, group or individual tutorial sessions to Tauondi students and trainees to improve their literacy and numeracy skills based on individual literacy and numeracy learning plans, to complete their study successfully. The position works closely with Foundation Skills Mentor and vocational trainers in planning strategies suited to vocational training, and implement it effectively.</p> <p>The LN Tutor has a critical role in assisting Foundation Skills Mentor to assess enrolling students' literacy and numeracy skills upon enrolment, and to monitor students' skills development progress. The position also contributes to the construction of individual LN development/learning plan.</p>

KEY ACCOUNTABILITIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. Literacy and numeracy support service <ul style="list-style-type: none"> • Provide literacy and numeracy support to students for their successful completion of training • Communicate with vocational trainers frequently to identify any learning support needs and difficulties faced by students • Visit onsite classes regularly and/or arrange meeting with individuals to monitor students' literacy and numeracy skills development • Decide the need of tutoring support, in consultation with the Foundation Skills Mentor and vocational trainers 2. Individual Literacy and Numeracy Learning Plan <ul style="list-style-type: none"> • Assist in developing the individual literacy and numeracy learning plans with students to ensure to create effective learning strategy (in collaboration with Foundation Skills mentor based on Tauondi Literacy and Numeracy Assessment results) • Monitor LN skills development progress amongst Tauondi students • Record progresses in Codepledge 3. Administration and communication <ul style="list-style-type: none"> • Ensure all relevant documents in relation to literacy and numeracy skills to Codepledge • Ensure all correspondences with students and vocational trainers are accurately case noted in detail – weekly • Ensure regular communication with SSC mentors and officers

- Ensure regular communication with vocational trainers, sharing information about students

4. Other duties as required

The Employee shall perform the duties set out in the Position Description. These duties may be modified and updated by the Employer from time to time following agreement with the Employee.

PERSON SPECIFICATION

Skills & Knowledge:

- Advanced skills in Microsoft Office suite of products.
- ACSF and adult literacy and numeracy development
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- Understanding of principles of literacy and numeracy skills development for adults
- Understanding of Vocational Education and Training
- Understanding of Australia Core Skills Framework (ACSF), Core Skills for Work Developmental Framework (CSWDF) and Foundation Skills Assessment Tool (FSAT)

(Desirable)

- Understanding of Aboriginal and Torres Strait Islander cultures, protocols, practices and communities
- Solid understanding of Vocational Education and Training

Previous Work Experience:

- Experience in tutoring vocational students
- Working with Aboriginal and Torres Strait Islander people
- working within an educational setting. Experience working within an RTO will be highly regarded.
- Experience in at least one vocational area in Tauondi's scope of registration

Personal Attributes:

- Excellent time management, ability to determine priorities, successfully manage simultaneous and competing projects to meet internal and external deadlines.
- Excellent organisational ability and initiative, including prioritising to meet deadlines.

Demonstrated and proven:

- Works autonomously, while also being a strong team player.
- High level of verbal, listening and written communication skills.
- Establishing and maintaining effective relationships with a variety of internal and external stakeholders with the aim of creating awareness and promoting continuous improvement.
- Excellent interpersonal skills, demonstrated ability to interact professionally with diverse people.
- Ability to support, empower and skill others.
- Ability and skills in problem solving.
- Ethical and professional approach to employment.
- Highly motivated and the ability to work effectively in a team environment.
- Ability to work within an Aboriginal organisation.
- Attention to detail.

- Ability to maintain confidentiality.

Qualifications & Training:

- (Desirable) TAESS00009 Address Foundation Skills in Vocational Practices Skill Set
- (Essential) Current DCSI National Criminal History Record Check (or prepared to obtain).
- (Essential) Responding to Abuse and Neglect – Education and Care Certificate (or prepared to obtain).
- (Essential) A current drivers license

VISION, PURPOSE AND VALUES

Vision statement

To be the preferred provider and recognised for delivering quality services and producing exceptional outcomes to the Aboriginal Community and Partners.

Purpose statement

1. Deliver high quality training and employment services in a culturally safe environment;
2. Lead idea creation and problem solving
3. Promote cultural knowledge and understanding

Values

- **TRUST** Building strong relationships
- **ACCOUNTABILITY** Being observable and authentic
- **UNIQUENESS** Offering exceptional learning experience
- **OPEN** Creating business for new ideas and opportunities
- **NETWORK** Growing community and stakeholder footprint
- **DIVERSITY** Valuing cultures through respectful engagement
- **INTEGRITY** Conducting business truthfully and ethically

KEY RELATIONSHIPS

Internal

- Reporting to Training and Compliance Manager
- Compliance Team
- Trainers and Assessors
- Student Support Team
- Administration staff

External

- Industry and Enterprises (employers)
- Other RTOs
- Employment Service Providers

Acknowledgement

I..... acknowledge that I have been given a copy of this Position Description and that I have read and understand it.

Signed.....
(Employee)

Date ____/____/____

Signed.....
(Manager)

Date ____/____/____