

		<h2 style="margin: 0;">Literacy and Numeracy Tutor Position Description</h2>			MGR01	
Prepared By:	Tadashi Nakamura	Issued	14/07/2023	Copy no	1	
Authorised By	CEO	Replaces		Page	1 of 3	
Reason for Amendment						

POSITIONS DETAILS	LITERACY AND NUMERACY TUTOR
LOCATION:	1 Lipson Street, Port Adelaide South Australia 5015
DEPARTMENT:	Training and Support
REPORTS TO:	Operations Director
DIRECT REPORTS:	NIL
EMPLOYMENT	Casual
CONDITIONS:	Prescribed Position
RELEVANT AWARD:	Educational Services (Post-Secondary Education) Award 2010

KEY POSITION OBJECTIVES
<p>The aim of this position is to provide non-accredited foundation skills to VET students, under the supervision of a foundation skills specialist. It delivers in-class, group or individual tutorial sessions to VET students 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 specialists and vocational trainers in planning strategies suited to vocational training and implement it effectively.</p> <p>This position will work with other RTOs and their VET students off-campus.</p>
KEY ACCOUNTABILITIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. Develop and deliver literacy and numeracy sessions <ul style="list-style-type: none"> • Strategise effective literacy and numeracy tutorial sessions in collaboration with Foundation Skills Specialists and vocational trainers • Coordinate literacy and numeracy tutorial sessions • Deliver tutorial sessions (class, group or individual) as scheduled • Provide literacy and numeracy support to students for their successful completion of training • Support students to develop skills in reading and writing for course specific purposes at the required level 2. Monitor literacy and numeracy skills development <ul style="list-style-type: none"> • Communicate with vocational trainers frequently to identify any learning support needs and difficulties faced by students • Contribute to record literacy and numeracy skills development progress with Foundation Skills Specialists and vocational trainers 3. Administration and Communication <ul style="list-style-type: none"> • Ensure all relevant documents in relation to literacy and numeracy skills to Case Management System • Ensure all correspondences with students and vocational trainers are accurately case noted in detail - weekly. • Ensure regular communication with other mentors and support service officers • Ensure regular communication with vocational trainers, sharing information about students/mentors 4. Other duties as required <p><i>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.</i></p>
PERSON SPECIFICATION
Skills & Knowledge:

<ul style="list-style-type: none"> • High level oral and written communication and interpersonal skills. • Advanced skills in Microsoft Office suite of products. • Effective and engaging presentation skills • Solid understanding of the principles of case noting • Understanding of Vocational Education and Training (VET). • Solid understanding of ACSF and adult literacy and numeracy development 					
<p>Previous Work Experience:</p> <ul style="list-style-type: none"> • Experience in providing literacy and numeracy support to vocational students (preferably Aboriginal and Torres Strait Islander people) 					
<p>Personal Attributes:</p> <ul style="list-style-type: none"> • 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. <p>Demonstrated and proven:</p> <ul style="list-style-type: none"> • 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. 					
<p>Qualifications & Training:</p> <ul style="list-style-type: none"> • (Desirable) CHCSS00101 Language, Literacy and Numeracy Tutor Skill Set (or prepared to obtain) • (Essential) Current DHS Working with Children Check (or prepared to obtain). • (Essential) Responding to Risks of Harms, Abuse and Neglect – Education and Care Certificate (or prepared to obtain) • (ESSENTIAL) A current driver’s license 					
<p>VISION, PURPOSE AND VALUES</p>					
<p>Vision statement</p> <p>The trusted Aboriginal owned and run community organisation enabling Aboriginal people to thrive and reach their full potential through high quality training & development.</p> <p>Values</p> <ul style="list-style-type: none"> • 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 					
<p>KEY RELATIONSHIPS</p> <table border="1"> <tr> <td>Internal</td> <td>External</td> </tr> <tr> <td> <ul style="list-style-type: none"> • Reporting to Operations Director • Compliance Team </td> <td> <ul style="list-style-type: none"> • Industry and Enterprises (employers) • Private RTOs </td> </tr> </table>		Internal	External	<ul style="list-style-type: none"> • Reporting to Operations Director • Compliance Team 	<ul style="list-style-type: none"> • Industry and Enterprises (employers) • Private RTOs
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