

POSITION DESCRIPTION

POSITION TITLE	AICS/CARE & Small Schools Coordinator	
REPORTS TO	Director, School Programs and Services	
MAIN PEOPLE INTERACTIONS	INTERNAL Director, School Programs and Services AISWA Consultants	EXTERNAL Principals School Governing Bodies Funding Agencies and other Education Organisations
POSITION PURPOSE	This role involves coordinating AISWA programs, activities, and interactions with specific groups of independent schools that have unique needs.	
PURPOSE, VALUES AND BEHAVIOURS	<p>PURPOSE</p> <p>To lead, serve and advocate for the WA Independent Schools sector.</p> <p>OUR VALUES</p> <ul style="list-style-type: none"> • Integrity • Service • Equity • Stewardship <p><u>Integrity – We build trust through honesty and integrity.</u> As a member organisation we are committed to honesty, truthfulness and acting in a way that builds trust with our stakeholders.</p> <p><u>Service – We actively listen, lead, and support our sector.</u> We deliver a positive and sustainable service to our members. We are responsive, we listen and lead our sector by offering the best evidence-based programs and services.</p> <p><u>Equity – We celebrate choice and diversity.</u> We encourage a workplace that celebrates and provides equal opportunities for all employees. This equity extends to our members where we advocate for our schools that provide diversity and choice in education for the Western Australian community.</p> <p><u>Stewardship – We collaborate to deliver choice in education.</u> We promote the importance of independent education through strong stewardship and highlight that it contributes to a diverse choice in education. We seek new opportunities to advocate, deliver new solutions and programs that strengthen independent schools in Western Australia.</p> <p>EXPECTED BEHAVIORS AND ATTITUDES:</p> <ul style="list-style-type: none"> • Actively support AISWA's Purpose • Comply with AISWA's Values, Policies, Procedures, and Codes • Adhere to all Health and Safety laws and contribute to a safe and healthy workplace. 	

KEY POSITION RESPONSIBILITIES	TASK FOCUS AREAS
Strategy Development and Implementation	<ul style="list-style-type: none"> • Lead the development and implementation of a comprehensive organizational strategy aimed at enhancing member value across the Aboriginal Independent Community Schools (AICS), Curriculum and Re-engagement (CARE) Schools and a specific group of 'small' schools, known as the Small School Collegiate. • Drive the creation and deployment of communication tools for continuous interaction with targeted schools.
Coordination of activity and support for Schools	<ul style="list-style-type: none"> • Analyse current trends from national and international data, leveraging best practices, to identify approaches and systems that optimally support school activities. • Coordinate all AISWA interaction and activity with Aboriginal Independent Community Schools (AICS), CARE Schools, and the Small School Collegiate. • Facilitate opportunities for schools to provide feedback on service provision and highlight opportunities for continuous improvement. • Collaborate with AISWA teams to enhance service delivery. • Provide ongoing support to directed schools governing bodies and principals, fostering community-responsive leadership aligned with state and federal public policy. • Guide schools in the optimal use of government funding to improve student outcomes. • Offer advice on key AITSL directions, focusing on teacher and principal standards. • Collaborate with governing bodies and schools to assist seamless transitions to school. • Collaborate with AISWA staff to identify and implement support strategies, initiatives, and professional learning. • Coordinate AISWA staff visits to schools and facilitate network meetings and forums. • Ensure service delivery aligns with public policy imperatives, including the West Australian Curriculum, school registration, AITSL Standards and Frameworks, ACECQA, etc.
Software Specific Requirements	<ul style="list-style-type: none"> • Proficient in Microsoft Office Suite- Outlook Email, Word, Excel, Teams.
Skills and Qualifications Required	<ul style="list-style-type: none"> • Tertiary degree in education. • Demonstrated commitment to promoting equity, diversity, and inclusion. • Proven experience in cultivating relationships and achieving successful outcomes. • Demonstrated experience in coordinating programs or activities within a complex working environment. • Strong multitasking abilities with a demonstrated capacity to develop and implement business improvement initiatives. • Excellent oral and written communication skills. • Willingness and ability to travel, including extended periods away from home.