



POSITION DESCRIPTION

POSITION TITLE	Manager, First Nations Education	
REPORTS TO	Director, School Programs and Services	
MAIN PEOPLE INTERACTIONS	INTERNAL Curriculum and Pedagogy Directorate Programs and Services Directorate Events and Marketing Team	EXTERNAL School Staff Third party providers AISWA partners Funding Agencies and other Educational Organisations
POSITION PURPOSE	The Manager, First Nations Education provides high level First Nations Education programs and advice to AISWA member schools. The Manager, First Nations Education also supports and assists with the AISWA Future Footprints program when required.	
PURPOSE, VALUES AND BEHAVIOURS	PURPOSE To lead, serve and advocate for the WA Independent Schools sector. OUR VALUES • Integrity • Service • Equity • Stewardship <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. <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. <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. <u>Stewardship – We responsibly and ethically manage resources entrusted in our care.</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. EXPECTED BEHAVIORS AND ATTITUDES: • 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
Leadership	• Be a proactive and positive member of the AISWA senior management group. • Take the lead where appropriate on indigenous education and other matters as it relates to AISWA and member schools. • Lead and provide expert advice on the design and implementation of relevant events including the Aboriginal Independent Community Schools (AICS) Broome Conference.
School Programs and Support	• Develop and deliver the AISWA First Nations education staff learning program. • Design, deliver, and evaluate learning materials to assist schools with learning about First Nations Culture. • Support school communities to learn about and celebrate First Nations culture. • Assist schools in arranging for First Nations community members and guests to attend key school functions. • Assist schools in planning community events that acknowledge and celebrate NAIDOC week, Sorry Day, and Reconciliation week. • Assist in coordinating AISWA cultural events. • Design and deliver a comprehensive professional learning program for member schools, including events based on member needs. • Collaborate and work with AISWA colleagues in relation to First Nations Education, including the communication of PL and events. • Assist with the AISWA Future Footprints program when required. • Provide ongoing support to AICS governing bodies and senior leadership teams fostering community-responsive leadership.
Stakeholder Engagement	• Represent AISWA at forums, networks, and sector-wide initiatives in the domain of First Nations Education. • Represent AISWA on internal and external committees and working groups as relevant to role. • Work with third party providers to meet member needs.
Governance and reporting	• Take responsibility for relevant budgets and assist with grant submissions and reporting for the First Nations Education program. • Develop and provide reports as required, including for the AISWA annual report. • Take responsibility for relevant areas of the Customer Relationship Management (CRM) system.
Other	• Perform other duties as assigned by the Director and/or Executive Director.
Position Selection Criteria	• Demonstrated leadership skills in a professional environment. • Demonstrated working experience in First Nations Education and knowledge of Aboriginal culture. • Demonstrated strong consultancy, coaching, and facilitation skills. • Proven ability to establish networks and liaise effectively with officers at all levels both internal and external. • Strong interpersonal skills, with high-level communication and presentation skills. • Demonstrated ability to contribute as a valuable team member. • An understanding of the West Australian Independent school sector, and knowledge of indigenous education in that sector. • Sound understanding of the challenges in schools and the practices that improve the outcomes for Aboriginal students.

Qualifications and Requirements	• Under Section 50(d) of the <i>Equal Opportunity Act 1984 (WA)</i>, Aboriginality is a genuine occupational qualification for this position. This role is open to applicants of Aboriginal and/or Torres Strait Islander descent only. • Tertiary degree in education or a related discipline or relevant experience. • Minimum of 5 years of experience in an education setting. • A current driving licence and the ability to undertake 4WD training. • The ability to travel intrastate and interstate, including nights away from home.
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