



Association of
Independent Schools
of South Australia

POSITION DESCRIPTION

Position Details

Position Title: Specialist STEM Consultant

Reporting Line

Reports to: Senior Educational Consultant

Organisation

The AISSA is a member organisation which represents all Independent schools in South Australia.

Purpose:

The AISSA leads, supports, represents and advocates for the independent sector in South Australia to enhance the success, sustainability and strength of its member schools.

Principles:

Across all of its activities, the AISSA is guided by

- a commitment to the independence of member schools to develop in ways that embody their individual philosophies
- a belief that the independent sector offers genuine diversity that ensures parents have real choice in selecting their children's schooling
- a commitment to integrity, excellence and expertise.

Code of Ethics:

Refer **attached** Appendix.

This Code of Ethics establishes a common understanding of the standards of behaviour expected of all employees of the Association of Independent Schools of South Australia (AISSA). It represents a broad framework that will help staff decide on an appropriate course of action when employees are faced with an ethical issue. This Code of Ethics places an obligation on all employees to take responsibility for their conduct and work and to establish a consultative and collaborative workplace where people are happy and proud to work. Every AISSA employee is accountable for adhering to this Code of Ethics.

Key Duties / Key Performance Indicators

| Key Duties | Key Performance Indicators |
|--|---|
| Provide expert advice, support and guidance, including written reports and briefings, on STEM education to independent schools | <ul style="list-style-type: none"> Schools provided with accurate, timely and relevant information, pertaining to STEM Feedback from schools that reflects impact |
| Design and deliver high quality professional learning for schools | Feedback from schools that reflects impact |
| Collaborate with AISSA colleagues on the development and delivery of STEM projects, presentations and events | Positive engagement and feedback from colleagues |
| Work closely with colleagues to share professional learning and research | Positive engagement and feedback from colleagues and evidence of new learning |
| Ensure an ongoingly current understanding of STEM education is maintained | Demonstrate evidence of currency |
| Work with schools to assist with the development of industry links | Evidence of professional partnerships and development of industry links |
| Represent the AISSA in cross sectoral and external agency forums as required | Attendance and participation, reflected through minutes as appropriate |
| Maintain effective document control and records management to ensure ease of access for others as appropriate | Records and documents are appropriately managed |
| Other duties/projects as identified by Line Manager or Chief Executive | Duties/projects are completed appropriately and effectively |
| Seek learning opportunities in line with AISSA policy and maintain own professional development portfolio of learning and experience | Appropriate professional learning is undertaken |
| Contribute to change management strategies based on an understanding of the AISSA's culture | Demonstrates initiative and a solution focused approach |
| Accept responsibility for own safety in the workplace and comply with WHS requirements | Observation and feedback is that safe practice is integrated into daily operations |

Signatures

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 Carolyn Grantskalns
 Chief Executive

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 Specialist STEM Consultant

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 Date

.....
 Date



AISSA Code of Ethics

March 2020

1.0 Purpose

The Association of Independent Schools of South Australia (AISSA) exists to lead, support, represent and advocate for the independent sector in South Australia in order to enhance the success, sustainability and strength of its member schools.

This Code of Ethics establishes a common understanding of the attitudes and standards of behaviour expected of all employees of the AISSA in order to achieve this purpose.

It represents a broad framework that will help staff decide on an appropriate course of action when faced with an ethical issue. This Code of Ethics places an obligation on all employees to take responsibility for their conduct and work and to establish a consultative and collaborative workplace where people are happy and proud to work.

Every AISSA employee is accountable for adhering to this Code of Ethics.

2.0 Shared Organisational Values

This Code of Ethics is strengthened by the AISSA's shared values of integrity, excellence and expertise which shape our attitudes and behaviours.

2.1 Integrity

The AISSA defines integrity as comprising of honesty, sincerity, fairness and respect. We believe we are practising integrity when:

- our actions and words are consistent with the AISSA's purpose and principles
- we are someone who can be counted upon to keep our word
- we reflect critically upon the AISSA's values and these are reflected in our actions and words including maintaining appropriate confidentiality.

2.2 Excellence

The AISSA defines excellence as a dynamic quality that is composed of the highest achievement possible in a particular context. We believe we are practising excellence when:

- we believe in and promote success
- we strive to achieve our best
- we recognise that the pursuit of excellence is an ongoing process.

2.3 Expertise

The AISSA defines expertise as comprised of knowledge, understanding and skilfulness at the deepest level in a field. We believe we are demonstrating expertise when:

- we see relationships and connections within and across relevant fields of knowledge
- we recognise that expertise is complex and increasingly dynamic and that it requires an ongoing process of learning and teaching
- our self-efficacy motivates us to achieve our best for ourselves and others

- we adopt a growth mindset and seek opportunities to apply our expertise in a range of contexts
- we share these attributes with others.

3.0 Professional Commitment

The AISSA is committed to a workplace which provides dignity and respect.

All employees are expected to behave consistently with this Code of Ethics at all times. This includes being approachable, courteous and prompt in dealing with other people, including colleagues, member schools and their staff, other organisations and the community.

All AISSA employees should demonstrate a willingness to embrace new ideas and initiatives. In interacting with other people, we accommodate and respect different opinions and perspectives and sort out disagreements by rational discussion.

All AISSA employees are expected to apply and align their practice with the AISSA's strategic goals and act in ways that advance the interests and standing of their profession and the independent sector.

All AISSA employees should be aware of the AISSA's policies, procedures and delegations, particularly those which apply to their work. When uncertain about the scope or content of a policy, employees should seek clarification.

4.0 Code of Ethics

4.1 In relation to myself as a professional I:

- a) base my work on contemporary perspectives on research, theory, content knowledge and high-quality practices
- b) am a lifelong learner who undertakes reflection, critical self-study, continuing professional development and who engages with contemporary theory and practice
- c) seek and build collaborative professional relationships
- d) encourage qualities and practices of leadership
- e) maintain appropriate confidentiality
- f) am mindful that I am representative of the AISSA at all times
- g) possess a deep knowledge, skill and understanding of my area of expertise
- h) demonstrate an ability and willingness to work independently and as a member of a team
- i) demonstrate initiative and high level organisational and time management skills.

4.2 In relation to my organisation I:

- a) adhere to the values of my organisation
- b) promote and support ongoing professional learning
- c) adhere to lawful policies and procedures and, when there is conflict, attempt to effect change through constructive action within the organisation or seek change through appropriate procedures.

4.3 In relation to my colleagues I:

- a) encourage my colleagues to adopt and act in accordance with this Code of Ethics, and speak out in the presence of unethical behaviours
- b) build collaborative relationships based on trust, respect and honesty
- c) show respect, empathy and sensitivity to diversity
- d) acknowledge and support the personal strengths, professional experience and expertise, and diversity which my colleagues bring to their work

- e) make every effort to use constructive methods to manage differences of opinion in the spirit of collegiality
- f) share and build knowledge, experiences and resources with colleagues
- g) collaborate with colleagues to generate a culture of continual reflection and renewal of high-quality practices.

4.4 In relation to schools and staff, statutory and other organisations I:

- a) know and respect the school's/organisation's autonomy, faith, culture and/or context
- b) seek to build relationships and understand each school's or organisation's unique context in order to meet their stated objectives
- c) seek to build respectful relationships that develop trust and confidence
- d) support continuous improvement built on a strengths-based approach
- e) share contemporary views and understandings based on research theory, content knowledge and high-quality practices
- f) adhere to established operational procedures particularly in relation to confidentiality and privacy
- g) utilise effectively the expertise within the AISSA to enhance service to schools and organisations.

4.5 In relation to communities I:

- a) engage respectfully with the communities in which I work and am responsive to those contexts and community priorities
- b) connect with people, services and agencies within the community
- c) work to promote community understanding of Independent Schools.

5.0 Related Documents

[Customer Service Standards](#)
[Discrimination, Harassment and Bullying Policy](#)
[Grievance Resolution Procedure](#)
[Whistleblower Policy](#)

6.0 Review Date

This Code of Ethics is due for review in March 2025 or as determined by the Chief Executive.

Citations

Early Childhood Code of Ethics
NSW Statement of Ethics (Code of Conduct)
SA Code of Ethics - Public Sector

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| Association of Independent Schools of SA Policies and Procedures | Ratification Date: 00.11.2013 Last Updated: 02.03.2020 Next Review: 02.03.2025 |
| Alteration Permissions: Carolyn Grantskalns Chief Executive | Pages: 3 Appendices: Nil |