



Association of  
Independent Schools  
of South Australia

## POSITION DESCRIPTION INDIGENOUS SECONDARY STUDENT MENTOR

### Position Details

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Position Title: Indigenous Secondary Student Mentor

### Reporting Line

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Reports to: Senior Educational Consultant

### Organisation

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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; and
- 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
<p>Ensure the effective delivery of the Indigenous Secondary Student Mentoring Program:</p> <ul style="list-style-type: none"> <li>• Active contribution to the planning, innovative development, delivery and evaluation of program activities</li> <li>• Facilitate the achievement of agreed program outcomes and accurately record data to support this</li> <li>• Provide culturally appropriate, strength-based mentoring services</li> <li>• Liaise with schools, Indigenous students and their families, external agencies including higher education and training providers, relevant community leaders and other service providers</li> <li>• Practice positive self-awareness and self-care; remaining conscious of one's own and others' personal safety and wellbeing</li> </ul>	<ul style="list-style-type: none"> <li>• Program is developed</li> <li>• Key objectives of the project agreement have been met</li> <li>• Feedback from Line Manager and School staff is positive across these aspects</li> <li>• Provide quality role modelling for students through personal development and cultural understanding of one's own cultural heritage</li> </ul>
Maintain strong, respectful and collaborative working relationships with other AISSA staff, Independent Schools, students, families and external agencies associated with the delivery of this program	Feedback from stakeholders is positive
<p>Ensure accurate and timely documentation and reporting:</p> <ul style="list-style-type: none"> <li>• Appropriate consents are in place</li> <li>• Correspond appropriately with schools, families and students</li> <li>• Undertake all other administrative duties relevant to delivery of the program, or as directed/required from time to time</li> </ul>	Documentation is timely and accurate
Maintain effective document control and records management to ensure ease of access for others as appropriate	Records and documents are appropriately managed and stored
Other duties/projects as identified by Line Manager or Chief Executive	Duties/projects are completed appropriate 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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**Indigenous Secondary Student Mentor**

**Date:** .....

**Date:** .....