



The Scots College

Sydney Australia

Role Description – Academic Mentor, Indigenous Education

"In seeking to serve God faithfully, the Scots College exists to inspire boys to learn, lead and serve as they strive for excellence together"

The Vocation of a School: Brave Hearts, Bold Minds, 2016-2025

- 1. Position Title:** Academic Mentor, Indigenous Education
- 2. Role Purpose:** To provide academic and pastoral care support to all Indigenous students at the College
- 3. Location:** Bellevue Hill, NSW
- 4. Responsible To:** Head of Indigenous Education
- 5. Principal Relationships:** Indigenous students, families and communities, Director of Boarding and Housemasters, Head of Senior Years and Senior Leadership Team, Head of Learning Enrichment, Counselling team, Heads of Department and teachers.

6. Key Tasks and Expected Outcomes:

| Position Responsibilities | Core Activities | Key Performance Indicators |
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| Teaching Delivery | <ul style="list-style-type: none"> • Run withdrawal classes with selected students to ensure they are able to understand and keep up with the curriculum • remediate in areas of literacy and numeracy • create learning profiles for students and provide both in class support and planning support for teachers • assist with Disability Provisions • academic support after school • English as a Second Language support for students whose first language is an Indigenous language • helping with organisational issues and supporting students with assessments, homework and study • overseeing prep periods in the evenings and helping students with tasks, homework and assignments • contributing to students' school reports and Parent-Teacher meetings • working with Year 11 and 12 students enrolled in TAFE during their additional study periods at school • mentoring the Indigenous students in tertiary education / employment / apprenticeship options. | <ul style="list-style-type: none"> • Student, parent and carer feedback • range of teaching strategies used • programs developed • student outcomes • quality of feedback to students. |
| Assessment and Reporting | <ul style="list-style-type: none"> • Contribute to school reports • ongoing updates to Head of Indigenous Education and Head of Learning Enrichment • regular communication with Indigenous student's parents, carers and mentors. | <ul style="list-style-type: none"> • Adherence to policy • quality and timelines of reports • student, parent and carer feedback • quality of records. |
| Pastoral Care | <ul style="list-style-type: none"> • To ensure that Indigenous students are supported in all aspects of College life and appropriate supports where necessary are put in place • ensure that strong connections are maintained with Indigenous student's communities and families • to be a passionate advocate for the needs of Indigenous students • provide regular updates of the academic and pastoral wellbeing of Indigenous students to the Head of Indigenous Education. | <ul style="list-style-type: none"> • Student, parent and carer feedback. |

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| Policy Implementation | <ul style="list-style-type: none"> • Monitor and minimise risk through implementation of College Risk Management procedures • incorporate strategies to promote the safe, responsible and ethical use of ICT in learning and teaching • support the Christian ethos of the College • comply with relevant legislative requirements, codes of ethics and conduct established by regulatory authorities, systems and the College. | <ul style="list-style-type: none"> • Adherence to policy, procedures and legislation • adherence to child protection processes and policies. |
| Co-curriculum and Sport | <ul style="list-style-type: none"> • Participate in co-curricular and sporting activities within and outside College hours • plan and deliver a consistent, coherent and relevant program in the co-curricular and sporting area in collaboration with the Director of Sport • provide the appropriate duty of care and supervision of students • participate in all aspect of the boarding community as agreed with the Head of Indigenous Education and Director of Boarding. | <ul style="list-style-type: none"> • Participation • quality of program • student, parent and carer feedback. |
| Related Duties | <ul style="list-style-type: none"> • Participate in College functions including Speech Nights, Parent-Teacher meeting • carry out student supervisory duties as required for example ground duty and exam supervision • communicate and work collaboratively with colleagues, parents and caregivers • attend remote trips to meet current and proposed students and families when required (often in holiday periods) • be actively involved as required by the Head of Indigenous Education in the mentor program. | <ul style="list-style-type: none"> • Participation rates • stakeholder feedback • adherence to working with children protocols. |
| Professional Development | <ul style="list-style-type: none"> • Set and implement individual work and professional development goals • participate in the regular performance appraisal process of the College • participate in professional development activities • gather evidence and participate in accreditation processes. | <ul style="list-style-type: none"> • Individual plans in place • participation rates. |

7. Selection Criteria

Essential:

- qualification in education and NESA accreditation
- previous experience in Indigenous Education
- ability to infuse the Christian ethos into teaching practice
- propensity to recognise the value and uniqueness of each individual within the College community
- commitment to one's own ongoing learning
- professional and personal integrity
- being flexible and open to change
- being proactive and innovative
- effective interpersonal communication skills
- ability to work in a collaborative environment
- passion and commitment to the wellbeing of the Indigenous students
- pro-active nature.

Desirable:

- EALD training
- Previous experience/intimate knowledge working with Indigenous communities.