

ROLE DESCRIPTION

Role: Research Fellow – Curriculum

Similar roles: Curriculum Specialist

Line Manager: HSP / RISE Subject Matter Expert Manager

Team: Policy and Programs

Number of reports: N/A

Employment status options: Casual

Location options: Hybrid, Gadigal Country (Sydney Office) and Whadjuk Noongar (Perth Office)

Indigenous Identified: Yes

What is my main purpose in this role?

- Your primary role is to review, develop, and, in part, deliver curriculum content for Aurora’s High School, RISE, and mentor programs. The position works closely with other teams in developing and implementing teaching and learning so that Aurora is responsive to program participants' academic, vocational, and personal development needs.

What does success look like in this role?

- Curriculum and pedagogical alignment with Indigenous Knowledge
- Feedback from students, Elders, Mentors, camp staff and other stakeholders on the quality, relevance, and impact of the curriculum
- Program outcomes
- Managing and mitigating risks within the curriculum

What are my key responsibilities?

- **Curriculum Development and Coordination**
 - Co-design engaging, evidence-based academic lessons, modules and activities that incorporate Aboriginal and Torres Strait Islander histories and culture alongside education aspirations and goal setting within the HSP curriculum.
 - Collaborate with relevant Policy and Program staff to ensure curriculum reflects definitions of Indigenous success in education, student aspirations and learning styles
 - Evaluate and review the curriculum and learning materials on a regular basis.
 - Ensure consistent learning, curriculum content, and delivery while considering cultural differences and local context nationally.

- Keep abreast of and report on national and state high school curricula developments as well as emerging research on best practice teaching methods for Aboriginal and Torres Strait Islander students.
- **Coordination & Facilitation**
 - Support the design and coordination of training on program content, planning, assessment and pedagogy for program staff, Elders, and Mentors.
 - Coordinate and participate in reflective and continual improvement practice.
- **Stakeholder Engagement and Collaboration**
 - Contribute to communities of practice and other initiatives designed to strengthen HSP's effectiveness, reach and reputation.
 - Represent Aurora at external events when required.
- **Program Operations**
 - Monitor, meet and report on student engagement and learning outcomes, as required (e.g., for program tracking and funding reports).

Aurora values the contribution of each team member's unique skills and expertise toward achieving its objectives. The organization is committed to supporting employees in identifying opportunities for growth and improvement, sharing their insights, and adding value wherever they can.

Aboriginal and Torres Strait Islander peoples are strongly encouraged to apply.

Aurora is an EEO employer that welcomes applications from people who have a disability, are LGBTIQ+, and people of culturally diverse backgrounds.

Other requirements of the job.

Cultural Safety

- Comply with cultural safety principles about overcoming the cultural power imbalances of places, people and policies to contribute to improvements in Aboriginal and Torres Strait Islander education. This includes:
 - Continuously growing and applying understandings of Aboriginal and Torres Strait Islander cultures;
 - Actively reflecting critically on the potential for one's own unconscious bias;
 - Continuously supporting reform (internally and externally) to ensure procedures, processes and program practices are culturally safe.

Child Safety / Working with Vulnerable People

- Maintain the National Child Safety, Code of Conduct and Procedure.
- Work with internal staff and external advisors to provide internal training and advice on child safety matters.
- Role model the required behaviours including:
- Providing a welcoming and safe environment for children and young people.
- Promoting the safety and well-being of children and young people associated with the program.
- Interacting with children and young people in ways that are positive and safe.
- If required, provide adequate care and supervision of children and young people associated with the program.
- Acting as a positive role model for children and young people.
- Report to an appropriate person any suspicions, concerns, allegations or disclosures of alleged abuse against children and young people.
- Manage reports of any suspicions, concerns, allegations or disclosures of alleged abuse against children and young people.

Organisational Participation

- Work with the Executive Group to understand and meet the strategic aims of the organisation.
- Work collaboratively with team members to contribute broadly to the achievement of Aurora objectives.
- Participate in organisational and team planning initiatives.
- Provide regular reporting as required.
- Promote and monitor issues of work, health and safety.
- Undertake other responsibilities and duties within the scope of this role, as directed.

What will make me successful in this role?

- **Purpose and values**
 - To align with our vision that supports Aboriginal and Torres Strait Islander students to realise their full education and employment potential.
 - To uphold our core values of respect, collaboration, accountability, and impact.
 - To promote cultural, psychological, and child safety, and encourage an inclusive and supportive environment.
 - To be a leader who prioritizes purpose and people, and is dedicated to achieving excellence, promoting well-being, and fostering personal and

professional growth.

- **Experience**

- A demonstrated understanding of Indigenous histories, cultures, organisations and the issues facing Indigenous people in Australia meeting their aspirations for their communities and families. Provide regular reporting as required.
- The ability to communicate effectively with Indigenous people, stakeholders and organisations, in particular Students and their families.
- A strong eye for detail and task orientation.
- Demonstrated experience in curriculum design and delivery, including review and improvement cycles, upskilling staff and teams, managing risk, and competing deadlines to meet strategic objectives
- Explicit understanding of current educational evidence base including culturally responsive pedagogical practices
- An aptitude to work towards multiple deadlines in a calm and measured manner.
- Strong verbal communication and interpersonal skills, with an ability to collaborate with internal and external stakeholders
- High level written and communication skills, including written processes and report writing.
- Extensive experience working with a diverse range of internal and external stakeholders to achieve shared goals, including Indigenous people, stakeholders and organisations.
- Well-developed written communication capabilities.
- Ability to balance taking direction and exercising initiative.
- Familiar with IT and CRM systems including working with M365, Sharepoint and Dynamics (or Equivalent)
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- **Skills**

- To take initiative in developing improvement plans as needed, aligned with the organizational strategy, needs, and capabilities.
- To effectively communicate, collaborate, and coordinate with others to achieve shared objectives.
- To be open to receiving feedback and continuously learning and growing.
- To be proactive, self-organized, and capable of working independently.

- To embrace creativity and encourage diverse thinking and working approaches.
- To be adaptable to change and responsive to the shifting priorities and requirements of the organization.
- Experience with managing an extensive budget as per funding from external partners
- Strong MS Suite, SharePoint and Dynamics or similar CRM skills

**All employees must have a working with children check (WWCC), police check, and references. Aurora will inform candidates/employees when checks are conducted. Aurora will cover these expenses.*

What are the benefits when working at Aurora?

- To be inspired by our purpose, leaders, and team members, with 93% of our team members recommending Aurora as an excellent place to work.
- To experience a culture of psychological and cultural safety, with 96% of team members viewing Aurora as an inclusive organization.
- To have a healthy work-life balance, with a hybrid work model, "No Meetings Fridays," SONDER – your health and wellbeing companion and access to Headspace. We also offer policies that support employees' personal and professional goals, such as study leave, cultural leave, and parental leave.
- To have opportunities for personal and professional growth, with multiple training sessions, Yarns with Elders and mentors, and internal development programs.
- Competitive salary/hourly rate that is compliant with the SCHADS award.

LET'S TALK!

If you want to have a confidential conversation about this role, please contact PC@aurorafoundation.com.au we will be delighted to speak with you.

To know more about Aurora Education Foundation please visit

<https://aurorafoundation.com.au/> or follow us    

Artwork created by our Aurora High School Program Students