

Junubi Wyndham Homework Club Coordinator Job Description

Purpose of Role

Junubi Wyndham Homework Club provides learning support to Prep – Year 7 African-Australian students of South Sudanese heritage from refugee and migrant backgrounds. The program assists in developing young people's confidence and helping them become more socially and academically engaged in their education. In particular, the program focuses on literacy, numeracy, homework support and study skills for EAL students.

The coordinator is responsible for the planning, operation and evaluation of the Junubi Wyndham Homework Club.

They will recruit, screen, induct and supervise volunteers, oversee the delivery of the program and conduct monitoring and evaluation processes.

Key Accountabilities

Program Co-ordination

- Promote the program to the South Sudanese community in Wyndham to attract students
- Establish and maintain relationships with key stakeholders, e.g. local schools, parents and volunteers
- Set up and maintenance of program venues at Manor Lakes and Point Cook Community Centres
- Prepare study materials and back up lesson plans or learning activities for students
- Record student and volunteer attendance
- Conduct regular monitoring and evaluation activities and provide reports each term
- Undertake program risk assessments
- Implement child safety procedures, monitoring child safety in the program and escalating child safety issues according to organisational policies and procedures.

Student Management

- Monitor the progress of student and ensure they are actively engaged in learning activities
- Develop positive relationships with students and their families
- Facilitate a welcoming, fun and safe environment for students
- Maintain student profiles and ensure parents complete and sign consent forms.

Volunteer Management

- Advertise, screen, select and induct volunteers as per Wyndham CEC policies
- Ensure all volunteers have current Working with Children Checks & Police Checks and abide by the program's Code of Conduct
- Identify professional development opportunities for volunteers
- Match volunteers and students according to skills, abilities and student comfort
- Provide support and supervision to volunteers as required.

Legal and ethical compliance

- Ensure a safe environment and compliance with policies and procedures in addition to legal and legislative requirements, including but not limited to Equal Opportunity, Occupational Health & Safety, Privacy and Child Safety legislation.

Key Selection Criteria

- Qualifications in a relevant discipline, including education, social work, community development, social science or significant experience in a similar role.
- Knowledge of the Victorian education system and teaching strategies for EAL students
- Experience working with young people from refugee and migrant backgrounds and an understanding of issues affecting newly arrived young people
- High level communication, interpersonal and stakeholder relationship skills
- Ability to work independently and lead a team of volunteers
- Strong organisational and time management skills, including setting priorities and working within deadlines
- Knowledge and commitment to Victoria’s Child Safe Standards
- A valid Working with Children Check and National Police Check.

Conditions of the role

- This is a 12 month part time position classified under the Neighbourhood Houses and Adult Community and Education Centres Agreement 2018, SCHADS Level 4 plus 9.5% superannuation. There is the potential to extend this role beyond 12 months.
- 18 hours per week allocated as follows; Thu 3:30 – 4:30 at Manor Lakes Library, Wed & Fri 4:30 – 6:30 at Point Cook Library. Remaining hours can be worked either at home or at Wyndham CEC 20 Synnot Street, Werribee.

Additional Information

Junubi Wyndham_CSG and Wyndham Community and Education Centre takes Child Safety seriously and short listed candidates are subject to child safety screening and assessment against child safety standards as part of our thorough recruitment process. These include but are not limited to Police Record and Working with Children Checks, and child safety focused referee checks.

Wyndham Community and Education Centre is an Equal Opportunity Employer.

In the context of Occupational Health and Safety all employees are required to carry out their duties in a manner that does not adversely affect their own health and safety and that of others by reporting all incidents and injuries as well as co-operating with any measures introduced in the workplace to improve OH&S.

Relationship to Performance Development and Review Plan

This position description operates in conjunction with and forms part of the relevant individual Performance Development Review Plan. An initial performance review will take place six months following commencement of employment and then on an annual basis.

I have read, understood and approve the above position description:

Manager Name

Manager Signature.....

Date...../...../.....

I have read, understood and accept the above position description:

Employee Name

Employee Signature:

Date:/...../.....