

Kororoit Creek Neighbourhood House Inc.
Homework Club Coordinator
Position Description



Purpose of Role

KCNH established its Homework Club program in 2020 to provide learning support to local students for the Albion, Ardeer and Sunshine areas. The program runs weekly, and targets students in grades 3 to 6 from refugee, migrant and lower socio-economic backgrounds. The Homework Club provides literacy, numeracy, homework, study skills and social supports to students, also focusing on developing young people's confidence and helping them become more socially and academically engaged in their education. The program also aims to build parent/carer capacity in supporting student learning through the provision of parent information sessions each term.

Due to the pandemic, the Homework Club was delivered online during 2020. In 2021 we seek to move the Homework Club to face-to-face delivery.

The Homework Club Coordinator is responsible for the implementation of the program as well as the operation and evaluation for the period in which the program is currently funded (February to December 2021). The Homework Club Coordinator will recruit, screen, induct and supervise volunteers, oversee the delivery of the program and conduct monitoring and evaluation processes with the support of the KCNH Co-Coordination.

Key Accountabilities

Program Coordination

- Promote the program to attract students
- Establish and maintain relationships with key stakeholders eg local schools, parents & families, volunteers
- Maintenance of program systems and processes and development of new processes where required
- Prepare study materials and back up lesson plans or learning activities
- Prepare and deliver parent information/engagement sessions
- Record student, volunteer and parent attendance
- Conduct regular monitoring and evaluation activities and provide reports each term
- Undertake program risk assessments
- Be responsible for implementing child safety procedures, monitoring child safety in the program and escalating child safety issues according to organizational policies and procedures.

Student Management

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

Volunteer Management

- Advertise, screen, select and induct volunteers
- Ensure all volunteers have current working with children checks and national criminal history checks and abide by the program's code of conduct
- Provide regular training 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 and 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 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 organization 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

- Fixed-term part-time. SCHCADS Award CD Worker Class III, Year 3 plus 9.5% superannuation
- 5 hours per week (availability required between 3.30pm & 6pm on a Tuesday evening, remaining hours to be worked as negotiated)
- Period of employment – 40 weeks

Additional information

KCNH is an Equal Opportunity Employer and a Child Safe Organisation.

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.

Organisational Relationships

KCNH is an independent Neighbourhood House and Eco-living Centre staffed by two Co-ordinators and governed by a volunteer Committee of Management. The Homework Club Coordinator is supported by and reports to the Co-ordinators who will work with the Committee of Management in managing program updates, outputs and staffing matters.