

POSITION DESCRIPTION

Position title:	African Homework Club – Assistant
Reports to:	Homework Co-ordinator, Community Engagement Manager
Classification:	NHACE Collective Agreement 2010 – Schedule 3B Level 1
Internal Liaisons:	CEO, Finance, Office Administration Staff,

Organisational Details

Living & Learning Pakenham Inc. (LLP) is a Learn Local Community College and Neighbourhood House providing opportunities to all Cardinia residents to participate in adult education and employability skill development, arts, culture and wellbeing opportunities.

The vision of Living Learning Pakenham Inc is to have active and thriving programs to empower our clients through the provision of high quality education, social support, community connectedness and enhanced employment opportunities.

LLP receives regular funding from the Victorian Department of Health and Human Services, Cardinia Shire Council, Department of Education and Early Childhood Development. Specific projects are funded from other sources on a project-by-project basis.

For further information including the House program of activities and values is available at <http://www.livinglearning.org.au>

The Victorian African Community Action Plan (VACAP) Homework Club

Living & Learning Pakenham African Communities Homework Club is a safe, flexible and fun place where students will find the support they need to reach their potential as students and productive community members.

The Homework Club works in collaboration with local support services, feeder schools and volunteer tutors to:

- Support local students from African backgrounds to have a strong sense of belonging, connection and inclusion.
- build and foster positive relationships between community organisations, schools, parents and students
- Improve academic performance and engagement of the young people – literacy, numeracy and communication skills

The Homework Club is based at Living Learning Pakenham and available to all students in Years 1 - 12 from African communities in Pakenham and surrounding areas. The program operates on Tuesdays and Thursdays from 4pm to 6pm. On Tuesdays students from Year 1 to Year 5 attend the Homework Club and on Thursdays students from Year 6 to Year 12 attend.

A bus (hired from Cardinia Shire Council) provides transport from the feeder schools to the Homework Club and then delivers the students to their homes after the program. The program commences with a nutritional snack followed by age, level and culturally appropriate learning activities.

The paid staffing for this program includes a co-ordinator, an assistant and a bus driver who work collaboratively with volunteer tutors and local community organisations to deliver innovative approaches to maximise the engagement of young people in education.

Overall responsibilities

- Source and prepare a nutritious snack for the students at the beginning of each program.
- Support the Coordinator to maintain registration and attendance records.
- Support the Coordinator to provide a safe and positive learning & play environment which provides opportunities for student social, physical, intellectual, creative and emotional development.
- Assist with the planning, preparing and delivery of activities, which meet children's individual developmental needs.
- Follow guidelines and procedures for safe guarding children in accordance with Living & Learning Pakenham policies & procedures.
- Provide support to volunteer tutors.
- Assist with facilitating small group work.
- Promote Living & Learning Pakenham Inc. trademark behaviors: show respect, take responsibility, listen and respond, be positive and think things through.

Key Performance Indicators

- Attend Homework Club on Tuesdays and Thursdays for 4 hours each session
- Source and prepare a nutritious afternoon snack for students.
- Support the volunteer tutors to meet the students' learning needs.
- Ensure all students have been formally enrolled and the attendance registers/excursion forms are accurately maintained.
- Supervise the children during snack time.
- Assist with setting up the room and tidying room before and after each session.

Occupational Health and Safety

- Create, maintain and foster a safe work environment at all times
- Ensure other staff and volunteers follow safe work practices, procedures, instructions and rules at all times
- Be familiar with the evacuation procedure
- Report any hazards to the Office staff
- Report any accident/ incident to the Manager/Office Staff

Risk Management

- Be familiar with Living Learning Pakenham Risk Management Policy
- Report any incidents that pose a risk to students staff or visitors to the centre
- Report any damage of property to the Office
- Be familiar with Living Learning Pakenham's fraud policy, version control policy, and privacy policy
- Be familiar with the centres locking up procedure

Qualifications and Experience

- Experience and qualifications working with children and young people.
- Experience in delivering programs to school age children.
- Experience in record keeping.
- A Food Handler's Certificate.
- Experience in working with volunteers.
- Understanding of the Victorian child safety standards.
- IT skills

Key Selection Criteria

- Experience and/or qualifications in working with young people from African and/or multicultural backgrounds.
- Experience in working with volunteers to deliver programs.
- Experience in food preparation for young people.
- In depth knowledge and understanding of the Victorian Child Safety Standards.