

POSITION DESCRIPTION

Position Title	African Homework Club - Coordinator
Reports to	CEO & Community Engagement Manager
Supervises	Homework Club Assistant & Volunteers
Internal Liaisons	Finance, Administration Staff
Position Grade	Neighbourhood Houses and Adult Community Education Centres Collective Agreement 2010 – Schedule 3B Level 3
Work Hours	<p>12 hours per week</p> <ul style="list-style-type: none"> • 8 hours per week pack up set up and program delivery • 4 hours per week planning, networking and reporting. <p>The Homework Club has been funded by the Department of Education for 2024 do not guarantee ongoing funding.</p> <p>The co-ordinator will be appointed for 12 hours per week for 40 weeks during 2024 school terms</p>
Tenure	<p>Casual Contract – 40 weeks</p> <ul style="list-style-type: none"> • Term 1: ending Thursday 28 March. • Term 2: Monday 15 April — Friday 28 June. • Term 3: Monday 15 July — Friday 20 September. • Term 4: Monday 7 October — Friday 20 December.
Mandatory Requirements	<ul style="list-style-type: none"> • A Police Record Check (<i>including proof of identity</i>) no older than 12 months old. An International police check is required for applicants who have lived overseas for 12 months or longer in one country in the last 10 years. • A valid working with children’s check card (<i>or ability to obtain prior to or upon commencement</i>) and must update details to include LLP via the MyCheck account.
Organisational Details	
<p>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.</p> <p>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.</p>	

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.
- The Homework Club has been funded by the Department of Education for 2024 who will not guarantee of ongoing funding.

Organisational Values

Our Vision

A healthy and connected community that thrives on a foundation of justice, equality and social inclusion

Our Mission

- Alleviate disadvantage within 'at risk' communities
- Proactively respond to identified need, by designing and implementing projects and programs that deliver skills and resources to enable full and effective participation in society

- To empower the marginalised and vulnerable in our community by providing highest quality education, support, employability skills and community connection
- Be the preeminent provider in Cardinia Shire of services enabling participation regardless of cultural, socio-economic or educational background

Our Core Purposes

Environment

- A safe and welcoming environment to all who enter the building
- Ensure that children who are present or are involved in any way with our programs are safe and their wellbeing assured

Provision

- Evidence based response to community needs
- Services with learning and development outcomes to enhance the opportunities of disadvantaged individuals and groups, including the long-term unemployed
- Education and programs for people from migrant and refugee backgrounds or those seeking asylum
- Computer literacy programs for essential participation in the digital world with an emphasis on the long-term unemployed, the aged, isolated or those people with a disability. Public access to free internet
- Education and activities to support young people facing barriers to employment and work experience
- Tailored learning programs and specialised education in an alternative school environment that is designed to facilitate the provision of education to those that are unable to continue education in mainstream schools
- Community garden and social enterprise seedling nursery
- The hub 'hot desk' space for community service providers

Relationships and Partnerships

- Relationships and partnerships with all levels of government and community groups
- Pursue new opportunities to alleviate disadvantage and target those 'at risk' in our community
- A range of services and programs which will enable access to employment and the achievement of high levels of social connectedness
- Diversity at its best. Projects and programs that foster wellness and social connectedness, justice, equity and social harmony

RESPECT - We approach everything we do with integrity and respect for the dignity of each individual.

SOCIAL JUSTICE - We recognise and support the rights of all community members to participate fully in society.

INCLUSION - We prioritise culturally safe and inclusive practices.

DIVERSITY - We celebrate difference and acknowledge all community member as equals.

EQUITY - We acknowledge systemic discrimination exists and support equal access.

STATEMENT OF COMMITMENT TO CHILD SAFETY

LLP promotes participation and inclusion in a caring, supportive environment contributing to the social, cultural development and wellbeing of individuals and the community.

Whilst LLP provides services primarily to adults, occasionally it does so in the presence of children, whether at LLP premises, or at locations where children frequent.

Living and Learning Inc., Pakenham is committed to safety and wellbeing of all people and especially children and young people. This commitment is at the centre of everything we do and the decisions we make.

LLP has zero tolerance for any forms of abuse and particularly abuse perpetrated against children. In all its forms of service delivery LLP is committed to providing a safe environment where all people, including children and young people are safe and feel safe, and their voices are heard about decisions that affect their lives.

Particular attention is paid to the cultural safety of Aboriginal people, including Aboriginal children and people of culturally and/or linguistically diverse backgrounds, including children from culturally and/or linguistically diverse backgrounds, as well as the safety of people with a disability, including children with a disability.

Every person involved in LLP has a responsibility to understand the important and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all people, including children and young people is at the forefront of all they do and every decision they make.

Overall Responsibilities

- Coordination and reporting of the Victorian African Community Action Plan (VACAP) Homework Club in accord with the Department of Education funding agreement, including attendance at relevant meetings with the Department.
- Supervise and support the Homework Club Assistant deliver the Homework Club in line with the Victorian African Community Action Plan (VACAP) Homework Club guidelines.
- Plan and deliver the Homework Club activities two days/week during school term in 2024.
- Design a process for communication with local feeder schools to provide support strategies for each student.
- Foster partnerships with local support agencies to deliver the program and provide opportunities for student excursions and activities
- Provide a safe and culturally respectful learning environment for students that focussed on activities to improve their literacy, numeracy and communication skills.
- Ensure that activities are age and skill level appropriate.
- Ensure the program is adequately resourced, including quality teaching resources and learning aids.
- Engage with the student's parent/carer each term to:
 - Assess student performance
 - Provide feedback on the program via documented surveys/interviews
 - Encourage attendance at events
- Supervise the bus driver and coordinate transport by Cardinia Shire Council bus to transport students.
- Develop a theme-based term program plan
- Maintain records of students enrolled in the program and weekly attendance sign in/sign out register
- Ensure the Homework Group compliance with Victorian Child Safety Standards and other relevant legislation.

- Coordinate events that provide an opportunity for students and families to acknowledge progress and celebrate achievements.
- Manage and deliver training and induction to volunteer tutors.
- Budget Management

Key Performance Areas

The key duties and tasks that the incumbent may be involved in are:

- Meet all objectives outlined in the Department of Education and Training Funding Agreement and complete all reporting as required.
- Conduct assessment and evaluation to inform on-going program improvement.
- Keep records of engagement and training and induction of volunteer tutors.
- Ensure background checks, working with children and police checks of all volunteers have been undertaken and stored.
- Update African Homework Club policies and procedures as required
- Review the African Homework Club Risk Assessment and implement risk mitigation strategies.
- Market the program and liaison with all stakeholders.
- Effective management of the Homework Club participants.
- Victorian Child Safety Standards are met.

Networking

- Establish relationships with key project partners and participants
- Attend relevant network meetings
- Promote Living & Learning Pakenham Inc. to external stakeholders
- Explore further partnerships with other agencies

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 LLP 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 to property to the Office
- Be familiar with Living Learning Pakenham’s fraud policy, and privacy policy
- Be familiar with the centres locking up procedure

Qualifications and Experience

- Experience in delivery of educational support and/or tutoring to young people.
- Experience and knowledge of cultural safety practices in the African community in Cardinia.
- Teaching qualification or youth/community services qualifications.
- Experience in developing programs for young people
- Experience in staff/volunteer supervision
- In depth knowledge of Victorian Child Safety Standards and their application.
- Experience in reporting to government agencies.
- IT skills.
- Current Full Victorian Drivers Licence

Key Selection Criteria

- Experience in the delivery of educational support and/or tutoring to young people from African and/or multicultural backgrounds.
- Experience in writing reports for government departments.
- Experience in evaluating community based programs to inform on-going improvement.
- Experience in supervising staff and working with volunteers.
- Experience in reviewing operational policies and risk assessments.
- In depth knowledge and understanding of the Victorian Child Safety Standards.

Signed in acknowledgement of receipt:

Date: