



POSITION DESCRIPTION	
POSITION	Homework Centre Coordinator
REPORTS TO	Coordinator Settlement Volunteers - Newcastle
DIRECT REPORTS	Nil (engagement with volunteers required)
POSITION SUMMARY	This role co-ordinates all aspects of the weekly NSS Homework Centre at Callaghan College Waratah Campus, which provides educational assistance to school students from recently arrived refugee and migrant backgrounds, through volunteer tutoring and group activities.
LAST REVIEW	July 2021 (Manager Settlement and Communities)

Key Responsibilities and Accountabilities

- Coordinate tutoring to support high school students with set homework/assessment tasks, worksheets, reading practice, and other learning activities, allocating appropriate volunteer assistance.
- Monitor and support student-volunteer placements/groups throughout the session.
- Develop and maintain knowledge of students' English and educational needs, within the context of the school curriculum.
- Develop and maintain effective relationships with key stakeholders, including the EALD Teacher
- Uphold highest standards of 'Duty of Care' for all students and volunteers during each session. This involves ensuring every student is safe and supervised at all times; ensure every student follows the method of transport home as specified on Parent Permission Form; must phone parent as a matter of priority if unknown reason for child being absent.
- Set up centre work area in preparation for each session, including ensuring healthy afternoon tea for students is provided, and ensuring the area is left clean and locked at the conclusion of each session.
- Organise and conduct regular volunteer feedback and planning meetings to plan programs, discuss student progress, and plan how to address any emerging issues.
- Provide ongoing support to volunteers and train new volunteers.
- Ensure required paperwork and reporting is completed as required, including but not limited to:
 - At the end of each session - attendance roll and student weekly record sheets;
 - At the start of term, collate Teacher's Referral Forms and Parent Permission forms, ensure accurate recording of contact details for all student parents, and develop Term Goals at the start of each term, in consultation with NSS Co-ordinator Settlement Volunteers and EALD Teacher; and
 - Reports on Student progress throughout the term, including Half-Yearly and Yearly progress reports.
- Work with NSS Coordinator Settlement Volunteers – Newcastle on end of term activities that recognize student engagement and achievement, and to thank volunteers.
- Comply with the premise safety requirements of the school and NSS, including COVID19 safety measures. For mutual safety reasons, the Homework Centre Co-ordinator and a designated volunteer must leave the school premises at the same time.



- In consultation with your manager, maintain resources for the centre as required, such as educational resources and stationery.
- Promptly record details of any significant issues and escalate to EALD teacher and NSS Coordinator Settlement Volunteers - Newcastle.

POSITION REQUIREMENTS

Essential

- Previous experience working or volunteering with youth from multicultural backgrounds in an education environment.
- Sound understanding of current best practice in relation to youth learning, engagement and development.
- Ability to collaborate with others, provide and accept advice and assistance from colleagues to meet common goals.
- Demonstrated highly developed written and verbal communication, negotiation and analytical skills
- Commitment to excellence, safety, innovation and continuous improvement.
- Demonstrated strong time management skills and ability to work unsupervised
- Reliable and prompt with a professional, neat and tidy appearance.

Desirable

- Experience working in the Not-For-Profit sector.
- Experience with working with culturally and linguistically diverse (CALD) communities
- Experience or qualifications in teaching/tutoring.
- Experience coordinating programs for school students.
- Experience managing volunteers.

SIGN OFF

I understand the Position Description as set out above and agree to fulfill the tasks and responsibilities to the best of my ability for Northern Settlement Services Limited.

Print Name			
Signature		Date	
Manager Name			
Manager Signature		Date	