



## Position Description VOLUNTEER HOMEWORK CLUB TUTOR

<b>Position:</b>	Volunteer Homework Club Tutor
<b>Program:</b>	Dixon House Homework Club
<b>Division:</b>	Dixon House Neighbourhood Centre
<b>Hours:</b>	Wednesdays, every week of school terms (3.30pm - 5.45pm) plus training
<b>Location:</b>	Dixon House, 2 Dixon St, Clayton, 3168
<b>Accountability:</b>	Oanh Lam, Youth Programs Coordinator

### INTRODUCTION

Dixon House offers a diverse range of services to individuals, children and families in Clayton and the surrounding suburbs. We seek to ensure the provision of high quality services that will bring about significant improvements in the life experience and learning opportunities of individuals, children and families with whom we work with.

### BACKGROUND

Dixon House Neighbourhood Centre aims to meet local community needs in partnership with All Saints Clayton and Anglicare Victoria. It provides a model of service delivery which encourage parish, and group and community projects that are responsive to the needs of the community.

Dixon House Neighbourhood Centre provides services in the space provided by the Parish. The organisation currently delivers pre-accredited courses and tutoring in Literacy, Conversational English and Computers to people from a diverse range of backgrounds, including new and emerging communities. Community Support, Advocacy and Referral, as well as activities for young people (Homework Club and Fit2Learn programs) are important components of our service. There is a strong emphasis on voluntary leadership and initiative in all the programs.

### THE HOMEWORK CLUB PROGRAM

The primary aim of the program is to provide a supportive environment where children can receive individual tutoring for basic literacy and numeracy skills and/or assistance with homework tasks. The Homework Club has arisen out of a need identified by the parents in the Sudanese and other new and emerging communities, and is offered to children who may not have sufficient educational

support at home, come from refugee or migrant backgrounds, or have learning difficulties. Children who have parents with either limited education and/or limited English language skills are recognised to be at a greater than average risk of falling behind at school. In response to this, the program aims to:

- Support children of CALD backgrounds to develop their literacy capacity;
- Prevent at-risk children from falling behind the standard curriculum level;
- Enhance the confidence of children; and
- Encourage children to have a positive attitude towards learning and schooling.

#### **KEY RESPONSIBILITIES:**

- Tutoring and supervising 1 to 2 primary or early secondary school aged student(s) each week.
- Developing students' literacy, numeracy, study and group work skills using different methods.
- Encouraging positive student behaviour and participation during study and group activities.
- Being a positive and supportive mentor for their students.
- Maintaining records of tutorial sessions and monitoring student progress over time.
- Assisting with the setting up and down of resources, and preparing refreshments.
- Attend quarterly training, and providing group activity ideas and feedback on improving the program. Leading group activities is available.
- Monitoring students' wellbeing, and reporting any safety, welfare and academic concerns to the Youth Programs Coordinator.
- Advising the Youth Programs Coordinator if you are to be late or absent for a session.

#### **SKILLS, EXPERIENCE AND ATTRIBUTES**

1. Advanced English literacy and numeracy skills.
1. Ability to commit to regularly attending the program for a minimum of 6-months continuously.
2. Effective communication and listening skills in a cross-cultural context.
3. An understanding of issues that may affect the learning of primary and early secondary students from a refugee or migrant background.
4. Tutoring and teaching experience with children is preferred.
5. Adheres to child safety requirements.
6. Reliability, flexibility, patience and rapport with working with children.
7. Ability and willingness to work both as part of a team and independently.
8. Ability to relate well to a wide range of adult volunteers.
9. Ability to maintain confidentiality.

#### **OTHER REQUIREMENTS PRIOR TO COMMENCEMENT**

- Undergo a Police Check and a Working with Children Check (WWCC). **NOTE:** The only financial expense to volunteers is the passport photos for the Working with Children Check). Application forms for the Working with Children Check cards can be obtained from <http://www.workingwithchildren.vic.gov.au/home/applications/apply+for+a+check/apply+in+victoria>
- Read and sign the Volunteer Code of Conduct and attend a site induction.

#### **APPLICATION**

To apply for this position, please submit an online application form with your Résumé/CV from our website at [www.dixonhouse.org.au](http://www.dixonhouse.org.au). Two contactable referees that you have known for 6 months or longer are required in your application. For additional enquiries, please email Oanh Lam, Youth Programs Coordinator at [hwclub@dixonhouse.org.au](mailto:hwclub@dixonhouse.org.au) or call (03) 9543 8911.