

Position title:	Homework Club Tutor	Commitment requested:	Attendance at a minimum of two homework club sessions per fortnight. Time and days will vary across hubs.
Report to:	Community Hub Leader	Location:	Various locations across Bankstown, Cumberland, Parramatta, Blacktown and Fairfield LGAs.

About Settlement Services International (SSI)

Settlement Services International is a community-based, not-for-profit humanitarian organisation providing a range of services in the areas of refugee and migrant settlement, accommodation, asylum seeker assistance, multicultural foster care, disability support, employment services and youth support in NSW.

Our vision is to achieve a society that values the diversity of its people and actively provides support to ensure meaningful social and economic participation and to assist individuals and families reach their potential.

At SSI, we value:

- Social justice – Equity and access for all
- Diversity – Respecting diversity and being non-discriminatory
- Compassion – Caring, empathy and respect for the dignity of others
- Respect – Cooperation and mutual respect

In delivering our services, we value:

- Quality – Dynamic, flexible and responsive service
- Ethics – Professional practices and accountability
- Innovation – Commitment to partnerships and excellence

Purpose:

The Community Hubs Program aims to support migrant and refugee families (including children 0 to 5 years of age) by offering meaningful social activities as well as access to existing support services including local education, health, community and settlement services. The program offers families various opportunities to gain skills through formal and informal training, including English classes, breakfast clubs, homework clubs and community events.

Homework Clubs have been established, through the Community Hubs initiative, as an afterhours support service to support students' learning. The Homework Club Tutor will support their Community Hub Leader and school staff to run this club by providing one-on-one and small group tutoring support to students. As well provide practical support to families to support their child at home.

Specific duties and responsibilities:

- Assist in setting up and packing up the homework club room

- Assist with ice breakers and activities to engage the students
- Help to create a welcoming and inclusive environment for students and their parents
- Provide individual and small group support
- Provide tips to parents who would like to provide homework support to their children at home
- Provide feedback to students of their progress
- Provide feedback to their Community Hub Leader as required
- Actively support SSI's vision and values
- Work in accordance with SSI policies and procedures
- Follow all reasonable directions provided by the Community Hub Leader, or delegate

Position Requirements:

Background checks	Working with Children Check <input checked="" type="checkbox"/> Police Check <input checked="" type="checkbox"/> Reference Check <input checked="" type="checkbox"/> <i>(N.B. The police check will be paid for by SSI)</i>
Essential	<ul style="list-style-type: none"> • Experience of working with young people aged 5 to 12 • Ability to connect with primary school aged students • Teaching/tutoring experience • Knowledge of and experience of behavioural management techniques
Desirable	<ul style="list-style-type: none"> • Previous experience working with people from diverse cultures and educational backgrounds • Ability to communicate in a language other than English would be an advantage for example Arabic, Assyrian, Vietnamese, Tamil, Hindi and Farsi

Benefits:

Reimbursement: Volunteers will have access to reimbursement for all preapproved expenses including reasonable travel expenses. Volunteers using their own vehicle will need to provide SSI with photocopies of their driver's licence, comprehensive car insurance and current car registration.

Training: Volunteers will be provided with access to SSI's flexible, extensive and innovative training program.

Being a member of the SSI Community: Volunteers will be kept up-to-date with all of SSI's important news, events and opportunities.

Authorisation:

Volunteer name _____

Volunteer signature _____ Date _____

Volunteer program signature _____ Date _____