

Position title:	School Readiness Assistant	Commitment requested:	Attendance at a minimum of 2 sessions per fortnight. Times and days will vary across hubs and are only held during school terms.
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 0-6 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.

The School Readiness Assistant will work alongside the Community Hub Leader or program support officer/teacher to facilitate school readiness activities for children aged 4-6 years old as they prepare for Kindergarten. The Transition to School sessions will operate weekly from a primary school to assist children to familiarise themselves with school culture, programs, facilities and classroom settings.

Specific duties and responsibilities:

- Assist setting up and packing down of transition classroom
- Assist in preparing materials for transition activities

- Greet parents dropping off their children and assist to complete sign in sheet as required.
- Assist with group activities such as sing-alongs, dancing and story time
- Provide support to children experiencing difficulties settling into transition classes
- Provide feedback to the Community Hub Leader at the end of each session
- 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 in early childhood and childcare services • Experience or knowledge of formulating transition to school teaching principles • Knowledge of early childhood needs and development • Experience or interest in working with women and/or children
Desirable	<ul style="list-style-type: none"> • Interest in arts, dance and music • Previous experience working with people from diverse cultures • 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 _____