

OSHLSP Coordinator Position Description template



This document is provided for general guidance only. Organisations should use the information contained in this resource as reference material and should interpret in the context of their own organisation or program.

Purpose of Role

The (*name of program*) provides learning support to (*targeted student population*) from refugee and migrant backgrounds. The program assists in developing young people's confidence and helping them become more socially and academically engaged in their education. In particular, the program focuses on literacy, numeracy, homework support and study skills for EAL students.

The coordinator is responsible for the planning, operation and evaluation of the (*name of program*).

They will recruit, screen, induct and supervise volunteers, oversee the delivery of the program and conduct monitoring and evaluation processes.

Key Accountabilities

Program Co-ordination

- Promote the program to attract students
- Establish and maintain relationships with key stakeholders, e.g. local schools, parents, volunteers
- Set up and maintenance of program venue
- Prepare study materials and back up lesson plans or learning activities
- Record student and volunteer attendance
- Conduct regular monitoring and evaluation activities and provide reports each term
- Undertake program risk assessments
- Be responsible for implementing child safety procedures, monitoring child safety in the program and escalating child safety issues according to organisational policies and procedures.

Student Management

- Monitor the progress of each student and ensure they are actively engaged in learning activities
- Develop positive relationships with students and families
- Facilitate a welcoming, fun and safe environment for students
- Maintain student profiles and consent forms.

Volunteer Management

- Advertise, screen, select and induct volunteers
- Ensure all volunteers have current Working with Children Checks & National Criminal History Checks and abide by the program's Code of Conduct
- Provide regular training opportunities for volunteers
- Match volunteers and students according to skills, abilities and student comfort
- Provide support and supervision to volunteers as required.

Legal and ethical compliance

- Ensure a safe environment and compliance with policies and procedures in addition to legal and legislative requirements, including but not limited to Equal Opportunity, Occupational Health & Safety, Privacy and Child Safety legislation.

Key Selection Criteria

- Qualifications in a relevant discipline, including education, social work, community development, social science or significant experience in a similar role.
- Knowledge of the Victorian education system and teaching strategies for EAL students



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- Experience working with young people from refugee and migrant backgrounds and an understanding of issues affecting newly arrived young people
- High level communication, interpersonal and stakeholder relationship skills
- Ability to work independently and lead a team of volunteers
- Strong organisational and time management skills, including setting priorities and working within deadlines
- Knowledge and commitment to Victoria’s Child Safe Standards
- A valid Working with Children Check and National Police Check.

Conditions of the role

- Casual rate according to SCHADS Level 5 (\$... per hour) plus superannuation
- 7.5 hours per week (availability *(program day and time)* required)

Additional Information

- *(Name of organisation)* takes Child Safety seriously and short listed candidates are subject to child safety screening and assessment against child safety standards as part of our thorough recruitment process. These include but are not limited to Police Record and Working with Children Checks, and child safety focused referee checks.
- *(Name of organisation)* is an Equal Opportunity Employer.
- In the context of Occupational Health and Safety all employees are required to carry out their duties in a manner that does not adversely affect their own health and safety and that of others by reporting all incidents and injuries as well as co-operating with any measures introduced in the workplace to improve OH&S.

Relationship to Performance Development and Review Plan

This position description operates in conjunction with and forms part of the relevant individual Performance Development Review Plan. An initial performance review will take place six months following commencement of employment and then on an annual basis.

I have read, understood and approve the above position description:

Manager Name

Manager Signature.....

Date...../...../.....

I have read, understood and accept the above position description:

Employee Name

Employee Signature.....

Date...../...../.....