



### HOMEWORK PRIMARY COORDINATOR

<b>Responsible to:</b>	Manager of Diversity Support Director of Learning Communities Principal Board of Trustees
<b>Primary Goal:</b>	Primarily responsible for the management and leadership of the Multi-ethnic Homework and Study Support Centre (Primary Room), develop and deliver education services to help students from refugee background living in Christchurch and maintain the role of Hagley College as a regional hub for migrant and refugee background learners.
<b>Functional Relationships:</b>	Refugee students Refugee families/Communities External schools across Christchurch Diversity Support Team Homework Centre’s teachers, bilingual tutors and liaison workers Social agencies and organisations
<b>Tenure:</b> Part-time, Fixed Term – Term time only	7 hours per week (Tuesdays + Wednesdays) Working hours: 4.30 pm – 7.30 pm \$38.89 per hour plus 8% holiday pay - \$42.00 per hour

#### Background

Hagley College is a designated character state secondary school. It is known for its unique, creative and innovative educational solutions for students of many backgrounds. Hagley College is a whole city resource and has developed initiatives particularly targeting the educational needs of new immigrants in general, and refugees in particular; both adult and adolescents.

Hagley College is passionate that participation in New Zealand’s formal education system requires whole family involvement. The College’s initiatives in recent years have reflected this belief.

The Homework and Study Support Centre (HWC) is an integral part of Hagley College, providing specified support for students from refugee backgrounds two nights per week (Tuesdays and Wednesdays, from 4.30 pm- 7.30 pm) during term time. Students attending the HWC are from primary and secondary schools across Christchurch and get supported by qualified teachers and bilingual tutors.

### **Specific Duties**

- Develop a strong partnership approach with students, their day-time schools, refugee families and communities to support students in their learning.
- Prepare teaching resources and materials for the Primary room
- Support other teachers and bilingual tutors in managing the Centre and teaching at the Primary Room
- Assist the students and their families to develop and achieve individual learning goals, follow-up and update the goals on regularly basis
- Data collation, review and contribute to reporting
- Working closely with the HWC Supervisor to manage the Primary Room and other community initiatives where appropriate
- Ongoing pastoral work for the students at the HWC
- Being a positive advocate for Hagley College and the educational opportunities available at Hagley
- Being a positive advocate within the school and wider community regarding the settlement and education needs of refugee background and other culturally and linguistically diverse students, families and communities.

### **Person Specification**

Have excellent interpersonal and communication skills within the context of a culturally and otherwise diverse student and community base.

A high level of cultural awareness and cross cultural communication skill is required.

Have the ability to think on their feet, contribute to solutions, and to work collaboratively and cooperatively with other key staff across the organisation.

Have the willingness and ability to liaise successfully with, and be responsive to, a variety of stakeholders including students, teachers, families, bilingual tutors, and other school staff.

Have a commitment to the educational opportunities for refugee background communities.

Maintain good personal presentation when representing Hagley in public