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| **Job Title:** | Homework Club Assistant  Homework Club Co-Ordinator  Children and Family Services  **Croi na Gaillimhe Resource Centre** | Blue lines on a black background  AI-generated content may be incorrect. | |
| **Reports To:** |
| **Department:** |
| **Location:** | **Contract Type:** | Fixed Term – 40 weeks |
| **Job Holder:** | **VACANT** | **Hours:** | 14 hours per week/ Monday to Thursday 2-5.30PM |
| **Date of JD:** | August 2025 | **Salary:** | €15.17 per hour |

**About SVP**

SVP is a large, national, voluntary organisation with extensive experience of working with a diverse range of people who experience poverty and exclusion. Through its network of volunteers and employees, it is strongly committed to working for social justice and advocates the creation of a more just and caring society.

SVP is an equal opportunity employer committed to treating all individuals with dignity and respect. We are dedicated to protecting everyone we encounter from all forms of harm, abuse, neglect, and exploitation, in accordance with Irish equality legislation. All employees are expected to adhere to SVP's Dignity & Respect and Safeguarding policies, including those pertaining to children and vulnerable adults.

The founder of the Society, Blessed Frederick Ozanam, was a devout Christian and his legacy of spirituality remains a key element of the make-up of every Conference within the Society. It is normal practice within the Society that prayers are said at the beginning and end of Conference meetings or at other meetings where members are in attendance as this underpins the ethos of the Society. You are not required to take part.

**Purpose of the Role**

To work closely with the Homework Club Coordinator to develop a community-based homework club suitable for the needs of primary and secondary school children from a Direct Provision Hostel and including the involvement of parents of children attending the homework club.

**Guidance and Authority**

The post holder is expected to operate with considerable autonomy, referring matters to their line manager when significant resistance is encountered in implementing good practices or policies, when actions may place stakeholders such as children, vulnerable adults, scheme participants, volunteers, or the Society's reputation at risk, or when decisions could substantially impact the workload of others.

**Principle Accountabilities**

The role holder will be responsible for:

**Assist with Development of Community-Based Classes**

* Support the Homework Club Coordinator in identifying the needs of primary school children attending the Homework Club.
* Help develop classes that address these needs with active involvement of parents.
* Assist the Coordinator in engaging and involving parents.

**Assist with Homework Clubs**

* Work alongside the Homework Club Coordinator to help students complete homework and assignments on time.
* Support students in understanding their homework tasks.

**Assist with Planning and Implementation of Programmes and Activities**

* Collaborate with the Coordinator to plan and deliver activities tailored to the children’s needs.
* Encourage children to express themselves and build self-esteem through these activities.

**Assist with Identifying Supports for Parents**

* Build positive relationships with parents of Homework Club attendees.
* Work with the Coordinator to assess parents’ needs and develop actions to help them support their children’s education.

**Communication with Schools and Teachers**

* Liaise with schools and teachers in conjunction with the Coordinator.
* Build and maintain constructive relationships with schools and teachers.

**Organise Children’s Activities for Direct Provision Hostel**

* Organise swimming lessons at a local pool for children in the hostel.
* Arrange other activities if funding is available.
* Liaise with parents, swimming pool staff, and hostel staff.
* Ensure children have appropriate swimwear, hats, and goggles.
* Follow up on non-attendance with the pool and parents.
* Liaise with the CNG Administrator regarding participant numbers, database updates, and budgets.
* Ensure adherence to the activities budget.

**Safeguarding**

* Follow SVP Safeguarding policies and procedures.
* Maintain awareness of best practices for safeguarding children and vulnerable adults.
* Work in accordance with SVP Dignity and Respect policies and safeguarding requirements.

**Other**

* Keep records of attendance, tutorial sessions, and monitor student progress.
* Participate in relevant training as required.

**Challenges**

There are a number of challenges in this role, largely determined by the scale, complexity, voluntary nature and high levels of local autonomy with the Society.

* Working with parents of children attending the homework club as part of the parent participation programme that may have language difficulties.
* Working in a Direct Provision Hostel with asylum seekers who are in the system long term (10 years) in some cases.
* Working with children with learning difficulties, language difficulties and challenging behaviour is some cases.
* Working in an environment of change, continuous improvement, increased team working, sharing of information and communication. Embracing the need for change and working with it.
* Acceptance of the dynamic of a complex, national, membership organisation and an understanding of how this both contributes to and constrains the work.
* Influencing others not under direct authority.

**Other Information**

In addition to the duties and responsibilities listed above, the job holder may be required from time to time to perform other duties as deemed reasonable and necessary by the employer. The job holder may also be required from time to time to work or attend training/meetings at another location. As much notice as is reasonably practicable will be given of any such requirement/ change.

Employees are responsible for notifying their manager in writing of any statutory rest period or break to which they are entitled to and were not able to avail of on a particular occasion and the reason for not availing of such rest period or break within one week.

**Education, Experience, Knowledge and Skills Required**

**Qualifications**

* FETAC Level 5 in Childcare or related qualification is essential i.e. Level 5 in Youth Work, Social Care, Social Studies

**Experience**

* A minimum of 2 years’ experience in a similar working environment is essential.
* Experience of working with and supporting disadvantaged children.
* Experience in working in a community development setting.
* Experience of working with families, groups and delivering projects (e.g., organising children’s activities, book club, etc.).

**Knowledge**

* Knowledge of afterschool/homework club settings.
* A good knowledge of maths and Irish.
* An understanding of the Primary School Curriculum.
* An understanding on behaviour management and motivation.
* A commitment to the principles of self-help and empowerment.
* An awareness/understanding and valuing of cultural diversity.
* Understanding of the issues and needs confronting children of families seeking asylum and living in Direct Provision.
* Familiarity with Children’s First legislation and guidance desirable but can be provided

**Skills**

* Skills or experience in teaching or educational instruction is desirable.
* Excellent interpersonal skills with the ability to be sensitive to the needs of young people is essential.
* High level administrative and organisation skills and attention to detail.
* Strong communication skills, verbal, written in English language is essential.
* Ability to work on own initiative and as part of a team.
* Ability to work to deadlines.
* Motivated, enthusiastic and high energy.
* Flexible and creative approach required in order to deal with wide range of varied tasks.
* A first aid certificate (desirable).
* Children’s First Aid Training (desirable).

**The person must also demonstrate the following personal attributes:**

* Be honest and trustworthy
* Be respectful
* Be flexible
* Demonstrate sound work ethics
* Confidentiality
* Other

**Compensation & Benefits**

The information contained in this job description is a true and accurate reflection of the job as at the date specified.