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# Conway Education Centre is seeking a dedicated individual who is committed to making a positive impact as Homework Club Assistant and Family Support Worker

At Conway Education Centre, we’re on a mission to transform lives through learning. We provide accessible, community-focussed education that goes beyond acquiring skills – our aim is to unlock the potential within each individual. We are committed to empowering our learners, taking pride in fostering an environment where individuals can take ownership and control of their lives.

Being part of the community is at the core of our approach. Through our programs, we not only provide education but also encourage the building of networks, fostering connections that extend beyond the classroom. Conway Education Centre is more than just a place to learn – it’s a supportive hub for everyone, including refugees and newcomers, to embark on a journey of integration, empowerment, and community building.

If you have strong interpersonal skills, a passion for education and enjoy engaging with students, colleagues, and volunteers, we encourage you to apply and join our team!

**Why Join Us?**

* Be part of a passionate team that values education and community.
* Opportunity to make a real difference in the lives of refugee families
* A supportive and inclusive work environment.
* Competitive salary and benefits package.

**Closing date for applications: 5pm, Friday 28 February 2025**

**Interview date: Monday 10 March**

If you want to have a chat about this role, please contact pkersten@conwayeducation.org

**Email applications:**

info@conwayeducation.org

**Postal address:**

Office Administrator

Conway Education Centre

5/7 Conway Street, Belfast BT13 2DE

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| CONWAY EDUCATION CENTRE |
| Job description |
| Job Title: Homework Club Assistant and Family Support worker |

Post:  **Homework Club Assistant and Family Support worker**

Period of employment: **One-year fixed term contract, extension**

 **subject to funding**

Hours: **25 hrs per week,** **Monday to Thursday, during term**

 **time. (11am - 5.15pm)**

 **plus 2 weeks full time summer scheme in the first two**

 **weeks in July**

Salary: **£16,500 plus 3% pension contribution**

Responsible to: **Homework Club for refugees Coordinator**

**Context and Purpose of the job:**

The Homework Club Assistant and Family Support worker will assist in the successful implementation and day to day running of Conway’s Homework Club for refugee children (9 - 18 years of age).

Under the direction of the Homework Club Coordinator, this post will play an essential role in engaging parents in supporting the education of their children and build connections between the refugee families, the Homework Club, and local youth/sports/community organisations, establishing a vital support network that extends beyond the classroom.

The Homework Club is an education and integration project for refugee children & young people, with a strong focus on English language development and educational support.

The Homework club works with teams of volunteers supported by subject- and ESOL- teachers and liaises closely with parents, school teachers and key workers.

The Homework Club runs during term time, from 3.30pm to 5.00pm, from Monday to Thursday, from September to June, and provides an annual two-week summer scheme in the first two weeks of July.

The aim of the Homework Club is to increase the participants’ level of education & English language ability, to increase confidence, feeling of belonging & building relationships with others and increasing independent learning and study skills.

This role requires good organisational and communication skills, experience in supporting tasks in an education setting, sensitivity to cultural differences and excellent team working skills.

**Please note: Annual leave (25 days plus statutory bank holidays) can only be taken outside of term time and outside of summer scheme period.**

The successful candidate will be asked to apply for an Enhanced Access NI Security Clearance before appointment can be confirmed. Access NI cost will be covered by CEC.

**Primary Responsibilities:**

* Providing holistic support for families with education, welfare/social challenges to improve school attendance, student welfare and educational attainment
* Develop partnerships with local youth/sports/community organisations to provide families with supported opportunities for inclusion
* Organise and deliver practical support sessions to parents on topics like navigating the school system, understanding curriculum expectations, the post-primary school enrolment process, etc.
* Assist the Homework Club Coordinator with the day-to-day running of the Homework Club
* Assist with induction and support of Homework Club volunteers
* Under guidance of the Homework Club coordinator, ensure Child Protection policies and procedures are followed
* Guide and work with the volunteer team to support young people and children with their homework tasks
* Research and source appropriate education support materials for young people and children
* Liaise with teachers, parents and key workers (Barnardo’s and Extern NI)
* Assist in the evaluation of the program
* Any other reasonable duties as requested by the Homework Club Coordinator

In order to deliver services effectively, a degree of flexibility regarding working hours is needed.

**Personnel specification**

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| **Conway Education Centre** **Homework Club for refugees Assistant and Family Support Worker** |

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| **Requirements** |
| **Education** |
| **Essential** | **Desirable** |
| A good level of English and Maths | Teaching qualification **or** |
|  | Level 3 in Education & Training **or** |
|  | Diploma in Community Development / Youth work or equivalent  |
|  | First Aid qualification |
|  **Experience & Knowledge** |
| **Essential** | **Desirable** |
| Experience of supporting children and young people’s learning in one of the following settings within the last 5 years:* homework or study support club
* youth club/youth project
* school
* after school club/Summer scheme
 | Experience of working with refugee and asylum-seeking families and knowledge of cultural differences |
| A good understanding of Child Protection and Data Protection legislation | Experience of working with and supporting volunteers |
| A good understanding of primary and post-primary school curriculum in Northern Ireland |  |
| A good understanding of the Education system in Northern Ireland, including education paths to Further and Higher Education |  |
| Good knowledge of the range of local community support, sports & youth provision  |  |
| **Skills, Ability & Attitude** |
| **Essential** | **Desirable** |
| Ability to use ICT effectively, including Microsoft Office programmes  | Knowledge of other languages, for example Arabic, Somali or Farsi |
| Good organisational skills with attention to detail  |  |
| Respect for diversity and different cultures |  |
| Ability to work as an effective team member with volunteers and colleagues  |  |
| Commitment to the ethos of Conway Education Centre  |  |
| Excellent communication skills |  |
| Ability to prioritise and manage your workload within a busy work environment |  |

**Additional: Candidates will be required to prove, upon offer of employment, that they meet with current legislation and have the right to work in the UK**

**In case of a high number of applications, CEC reserves the right to enhance the shortlisting criteria with the Desirable criteria.**

**Your information will be handled and stored in accordance with the Data Protection Act 2018. A criminal record will not necessarily be a barrier to obtaining a position with CEC. CEC adheres to AccessNI Code of Practice, a copy of which is available on request.**

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| **Conway Education Centre** **Homework Club for refugees Assistant and Family Support Worker** |

To be returned to

Email: info@conwayeducation.org

Postal address:

Office administrator

Conway Education Centre

5/7 Conway Street

Belfast BT13 2DE

Deadline for applications: **5pm, Friday 28 February** **2025**

The following application form has been devised to assist in the short-listing process and relates directly to the criteria outlined in the personnel specification. Please demonstrate clearly how and to what extent you meet each requirement, in the correct section. It is the candidate’s responsibility to clearly demonstrate how they meet the criteria, including the Desirable criteria, to be shortlisted for interview.

Do not continue on additional pages or include any supplementary material – these will not be copied to the Selection Panel and therefore their content will not be considered.

**CV’s are not acceptable and will not be considered.**

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| **PERSONAL DETAILS** |
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|  | SURNAME |  |  |
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|  | FIRST NAME |  |  |
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|  | EMAIL |  |  |
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|  | TELEPHONE |  |  |
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|  | NATIONAL INSURANCE NO. |  |  |
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|  | **EDUCATION AND TRAINING** |  |
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|  | **QUALIFICATIONS (GCSE or equivalent)** |  |
|  | LEVEL | SUBJECT | GRADE | YEAR TAKEN |  |
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|  | **THIRD LEVEL EDUCATION** |  |
|  | UNIVERSITY/COLLEGE |  |  |
|  | DEGREE & CLASSIFICATION |  |  |
|  | MAIN SUBJECTS |  |  |
|  | DATE OF AWARD |  |  |
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|  | **PROFESSIONAL QUALIFICATIONS** |  |
|  | NAME OF PROFESSIONAL BODY | QUALIFICATION OF MEMBERSHIP |  |
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|  | **OTHER TRAINING** |  |
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| **1** | Please provide detail and give specific examples of your experience in supporting children and young people’s learning in a community/education setting (such as homework or study support club, youth club/youth project, school, after school club/Summer scheme) |
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| **2** | Please describe your experience and understanding of safeguarding and child protection in a specific setting such as a homework club/youth club/after school club/summer scheme |
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| **3** | Please describe your understanding of the key stages of primary and post primary education in Northern Ireland and the different possible pathways to Further and Higher Education |
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| **4** | Please provide examples of your knowledge of the range of local community support, sports & youth provision in (West) Belfast |
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| **5** | Please detail your experience and ability to use Microsoft office programmes including Excel and Access |
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| **6** | Please provide details of your experience in working with people from different cultural backgrounds |
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Please provide any further relevant information in support of your application

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|  | **Yes** | **No** |
| Do you have a commitment to the aims and objectives of Conway Education Centre |  |  |
| Do you have a commitment to equality and diversity |  |  |

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|  | **REFERENCES** |  |
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| **Please provide the details for two references. At least one should be your current employer, if applicable, or a previous employer.****References may be sought prior to interview, and will be made available to the selection panel.** |
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|  |  | **1** |  | **2** |  |  |
|  | **Name** |  |  |  |  |  |
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|  | **Position** |  |  |  |  |  |
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DECLARATION

The information given in this form is correct to the best of my knowledge. Any false statement may lead to my rejection, or if employed, dismissal.

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Employment History – please complete in full** |  |  |
|  | **PERIOD OF EMPLOYMENT****(beginning with most recent)** | **EMPLOYER** | **JOB TITLE & DUTIES** | **SALARY** | **REASON FOR LEAVING** |
| **1** |  |  |  |  |  |
| **2** |  |  |  |  |  |
| **3** |  |  |  |  |  |
| **4**  |  |  |  |  |  |
| **5**  |  |  |  |  |  |

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| **Voluntary Work** |
|  | **PERIOD OF SERVICE****(beginning with most recent)** | **ORGANISATION** | **TITLE & DUTIES** |
| **1** |  |  |  |
| **2** |  |  |  |
| **3** |  |  |  |
| **4** |  |  |  |