

Cabinteely Area School Completion Programme: Coordinator **(<https://www.activelink.ie/node/108929>)**

School Completion Coordinator

1 Year Fixed Term Contract to cover a Career Break

About Cabinteely Area School Completion Programme:

The School Completion Programme (SCP) is a targeted programme which aims to increase the numbers of children and young people staying in primary and post primary school and in doing so improve the numbers of young people who successfully complete the Senior Cycle, or equivalent. Specifically, the programme supports designated schools throughout Cabinteely Area.

The primary focus of the programme is to work with those pupils who may be at risk of educational disadvantage through early school leaving. The SCP aims to impact positively on school attendance, participation and retention

The SCP programme is funded by Tusla Education Support Services (TESS) and is an action under the Department of Education 's "Delivering Equality of Opportunity in School (DEIS) Plan. The Programme provides a range of local targeted interventions in designated schools and communities to support the retention of children and young people in education.

About The Role:

The role of **School Completion Coordinator** will appeal to candidates who are highly organised, empathetic, and passionate about making a difference. This position will play a key role in the coordination and administration of the targeted programmes of the Cabinteely School Completion Programme.

Key duties and responsibilities include:

- Coordination, implementation and delivery of the School Completion Programme drawn up in conjunction with the Local Management Committee.
- Identify and respond to the Educational welfare needs of targeted children and young people, in particular those identified as "at risk" of early school leaving.
- Organise and facilitate the provision of in-school, out of school, after school and holiday time supports for identified children and young people in the primary and post-primary schools.
- Delivery of direct, one to one and group programmes and interventions to identified children and young people in the primary and post-primary schools.
- Engage the target group and support children and young people to develop knowledge, skills, attitudes and behaviours in the areas of social and emotional literacy, personal effectiveness, school readiness and educational achievement to enable them to effectively participate in the school environment.
- Work collaboratively with school Principals, Care Teams, Home School Community Liaison (HSCL) Coordinators, Education Welfare Officers and other professionals using the SCP intake framework to identify Children and young people to be targeted for the project and to plan coordinated interventions as appropriate.
- Participate in Attendance and Care team meetings in each of the schools within the cluster when necessary.
- Lead the school Completion Programme project staff team, providing support and supervision as well as facilitate and coordinate their supports for Children and Young people.
- Participate in training organised through Tusla Education Support Service
- Prepare the annual retention plan and annual report
- Monitor and evaluate the quality of the programme
- Keep a comprehensive report and descriptions of all aspects of the programme, recording successes, challenges and changes
- Oversee day to day expenditure of the programme and keep accurate records of payments and receipts and work within the budget constraints for the programme
- Reporting to the SCP Local Management Committee as required
- Cooperate with Tusla requirements in relation to the evaluation and audit of the programme and the collection of data and furnishing of reports required on a timely basis.

About You:

- Education to Level 8 Degree standard in relevant area e.g Youth/Community work, Education, Psychology, Social Science/Social Care or related discipline.
- High level of motivation/ability to work on own initiative
- Experience in managing, leading and supporting a team of staff
- Experience in managing budgets or willingness to develop same
- Ability to manage multiple projects, deliver results on time and maintain high standards
- Ability to implement and follow organisational guidelines and processes
- Excellent interpersonal skills, including the ability to liaise with a wide range of contacts and build and maintain effective working relationships with adults and young people
- Knowledge of Early School Leaving factors in Ireland and Familiarity with DEIS Schools and the School Completion Programme
- Identify training needs with the management committee and participate in training opportunities and participate in training opportunities appropriate to the role
- To undertake other duties as may be requested by the Local Management committee from time to time
- Full Irish driving licence and access to a car

Other Considerations:

- It must be understood that if the funding from Tusla for the post is discontinued the post holder's contract may be terminated.
- The successful candidate may be required to complete a medical questionnaire/undergo a pre-employment medical.
- As our work involves contact with children and young people, candidates under consideration for employment in SCP will be subject to Garda vetting.
- The successful candidate will undergo 2 reference checks before commencing employment with SCP.
- The coordinator will be expected to work 35 hours per week. Please note this position will require flexibility in relation to working hours. It is expected that the coordinator will work during and after school hours and during school closures.

SALARY:

The salary for this position will be on the Youth Reach coordinator salary scale, from €43,592 to €66,544, depending on experience.

BASE: St Laurence College, Loughlinstown, Co Dublin

To be considered for this position, please send a cover letter and an up-to-date CV to the Chairperson at cabscpapply@gmail.com (mailto:cabscpapply@gmail.com). The closing date is 1st July 2024.

Applications received after the deadline will NOT BE ACCEPTED.

Region

Loughlinstown, Co Dublin

Date Entered/Updated

13th Jun, 2024

Expiry Date

1st Jul, 2024

Source URL: <https://www.activelink.ie/vacancies/children-youth/108929-cabinteely-area-school-completion-programme-coordinator>