

Athlone / Ballinasloe School Completion Programme: Project Worker (<https://www.activelink.ie/node/111545>)



Job Title: Project Worker

Contract Type: Fixed Term Contract (12 months)

Reports to: Athlone/Ballinasloe SCP Coordinator

Location: Athlone and Ballinasloe

Hours: 35 per week

Project Information

The School Completion Programme is a targeted programme which aims to increase the number of children and young people staying in primary and post primary school and in doing so improve the number that successfully complete the Senior Cycle, or equivalent.

The focus of the School Completion Programme is to work with those who may be at risk of educational disadvantage through early school leaving.

The School Completion Programme aims to impact positively on school:

- Attendance
- Retention
- Participation

The School Completion Programme is a national programme and action under the Department of Education & Skills DEIS – “Delivery Equality of Opportunity in School Plan (2017). The Programme provides a range of local targeted interventions in disadvantaged schools and communities designed to support the retention of children and young people in education. The School Completion Programme is funded by Tusla Education Support Service. The Athlone/Ballinasloe School Completion Programme operates in eight primary schools and two post primary schools in Athlone and Ballinasloe. The Athlone/Ballinasloe School Completion Programme is managed by the Local Management Committee.

Role information & key duties

School Completion Programme project workers work with both primary and post primary students.

The duties of the School Completion Programme Project Worker will include but are not limited to:

- Provision of direct, one to one and group supports and interventions to identified children and young people in primary and post primary schools as part of the implementation and delivery of the School Completion Programme plan as set by the Local Management Committee and with the support of the Project Coordinator.
- Organising and facilitating the provision of in-school, out-of-school, after school and holiday time supports and evidence based/informed programmes for identified children and young people.
- Engaging the target group and supporting those 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.
- Enabling and empowering students to participate in their formal education and other learning and development activities within the school environment.
- Working collaboratively with others in the Tusla Education Support Service including Home School Community Liaison

Coordinators, Educational Welfare Officers as well as the School Care team, Principals, and other professionals to identify the students to be engaged in the Project and to plan coordinated intervention for those children and young people across appropriate services to compliment SCP interventions.

- Reporting to the Project Coordinator and the Local Management Committee as required.
- Keeping up to date with local, regional, and national developments in the educational welfare sector, in relation to both policy and practice.
- Completing reports and other administrative tasks and recording procedures as required including the management of files in relation to students engaged.
- Following policies and procedures prescribed by Athlone/Ballinasloe SCP in relation to child protection and other matters.
- Undertaking any other work relevant to the development of the programme as may arise.

This job description will be regarded as a guide to the general duties and responsibilities attached to the post of Project Worker. Therefore, it is neither definitive nor restrictive and will be subject to periodic review and revision at the discretion of the Local Management Committee.

Professional Qualifications and Experience (E) = *Essential*, (D) = *Desirable*

- Education to Degree standard in a relevant area e.g. social care, education, youth work etc. (E)
- A proven record of working with children and young people. (D)
- Experience in the delivery of evidence informed/ based programmes to young people (D)
- Knowledge and experience of Logic Model planning (D)
- Full Irish driving license and access to a car (E)
- Knowledge of early school leaving factors in Ireland and familiarity with DEIS Schools (D)

Person Specification (all Essential requirements)

- Empathy, approachability, and an ability to relate to children and young people.
- Understanding of and commitment to the purpose of the School Completion Programme.
- Excellent interpersonal skills, including ability to build and maintain effective working relationships with children, young people, and adults.
- Excellent standards of accuracy and attention to detail.
- Ability to be proactive, use own initiative and work effectively within a pressurised environment.
- Positive and flexible approach to working as part of a team.
- Excellent written communication, including strong report writing skills.
- Ability to implement and follow organisational guidelines and processes.
- Good computer skills, including experience of MS Word, Excel & Internet use.

Requirements of all Athlone/Ballinasloe SCP Staff (all Essential requirements)

- Commitment to the purpose of the School Completion Programme and to work within the values, policies, and procedures of the Programme.
- To always act consistently in a professional manner.
- To participate in regular supervision with the SCP Coordinator.
- Flexibility in relation to hours of work to meet the needs of the work. Work during unsocial hours may be required.
- Identify training needs with the SCP Coordinator and participate in training opportunities appropriate to the role.
- To undertake other duties as may be requested by the SCP Coordinator and/or the Local Management Committee from time to time.

Additional Considerations for the Role

Funding: It must be understood that if the funding for the post is discontinued the post holder's contract may be terminated.

Garda vetting: As our work involves contact with children and young people, candidates under consideration for employment with Athlone/Ballinasloe SCP will be subject to Garda Vetting.

References: The successful candidate will undergo **two** reference checks before commencing employment with Athlone/Ballinasloe SCP.

Annual Leave: The Project Worker will be entitled to 26 days annual leave pro rata plus public holidays. Holidays must be

taken during school holidays.

Hours of work: The Project Worker will be expected to work a minimum of 35 hours per week. Please note this position will require flexibility in relation to working hours. It is expected that the Project Worker will work during and after school hours.

Salary: The salary for this position depends on experience and is based on the City of Dublin Youth Service Board Youth Worker Scale €37,385 - €55,340

Travel: This post will involve local travel. Domestic travel within Ireland and occasional meetings may also be required from time to time. Travel and expenses will be paid in accordance with appropriate rates.

Base: The employment base for this post will be various schools in Athlone and Ballinasloe.

Application by CV and cover letter with references to scp@ccathlone.ie (<mailto:scp@ccathlone.ie>)

Late applications will NOT be accepted.

Shortlisting will apply.

Closing date for application: 12pm Friday 01 November 2024

Region

Co Roscommon / Co Galway

Date Entered/Updated

15th Oct, 2024

Expiry Date

1st Nov, 2024

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