

Longford School Completion Programme: Coordinator **(<https://www.activelink.ie/node/113727>)**



Job Title: SCP Coordinator, Longford School Completion Programme

Job Reference: LSCP 2025C1

Contract Type: Fixed Term Full Time

Responsible To: Local Management Committee

Location: Longford

Hours: 35 hours per week minimum

Annual Leave: 29 days per year

Project Information

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

The SCP aims to impact positively on school:

- Attendance
- Participation
- Retention

The SCP is a national programme, and an action under the Department of Education & Skills DEIS – ‘Delivering 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 SCP is funded by Tusla Education Support Service.

The Longford School Completion Programme operates in seven primary schools and six post primary schools in Longford county. The Longford School Completion Programme is an independent programme with responsibility of employment and management undertaken by a Local Management Committee.

Role information & key duties

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

- Coordination, implementation and delivery of the School Completion Programme plan 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/or 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, Educational 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, Parental Clinics and Care Team Meetings in each of the schools within the cluster
- 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
- Maintain student contact programme for each student engaged.
- Participate in training organised through Tusla
- Prepare the annual retention plan and the 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 budget and keep accurate records of payments and receipts and work within the budget constraints for the Programme
- Reporting to the Chairperson and 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

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

- Education to Degree standard in a relevant area e.g. social care, education, youth work etc. (note: candidates with a Diploma and with exceptional, relevant work experience may also be considered in lieu of degree qualifications) (E)
- A minimum of three-year relevant experience working with children/young people in a similar role(D)
- A minimum of two years, experience in managing, leading and supporting a team of staff(E)
- Experience in managing budgets (D)
- Experience in relationship management with local funding agencies and stakeholder organisations(E)
- Knowledge and experience of Logic Model planning(E)
- Full Irish driving license and access to a car(E)
- Knowledge of early school leaving factors in Ireland(E) and familiarity with DEIS schools & the School Completion Programme (D)

Person Specification (all Essential requirements)

- Ability to lead and manage a diverse range of staff
- High level of motivation / ability to work on own initiative
- Excellent interpersonal skills, including ability to liaise with a wide range of contacts and build and maintain effective working relationships with adults and young people
- 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 communications skills, including ability to draft summary information and correspondence, excellent report writing skills
- Ability to implement and follow organisational guidelines and processes
- Good computer skills, including Word, Excel, Internet, PowerPoint and social media

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.

Medical: The successful candidate may be required to complete a medical questionnaire/undergo a pre-employment medical.

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

References: The successful candidate will undergo two reference checks before commencing employment with the Longford School Completion Programme.

Hours of work: The Coordinator 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 coordinator will work during and after school hours.

Travel: This post will involve some domestic travel within Ireland and occasional meetings. Travel and expenses will be paid in accordance with appropriate national rates.

Base: The employment base for this post will be Longford.

Salary: The salary for this position will be based on the of the Education and training Boards Youth Reach Coordinator Salary Scale.

Closing date: The deadline for returning completed application forms ***Monday 24th February at 12 noon***

Interview Date: 28th of February

Commencement Date: 18th of March

**Completed application forms must be sent to longfordscpjobs@gmail.com
(<mailto:longfordscpjobs@gmail.com>)**

Applications: Applications should be made by way of the **SCP job application form only** which accompanies this Job description form.

Region

Longford

Date Entered/Updated

10th Feb, 2025

Expiry Date

24th Feb, 2025

Attachment	Size
Longford SCP Job Application Form 2024.doc	484 KB

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