



## School Completion Programme Part-time Project Worker

### 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 School Completion Programme works with students aged 4-18 years.

The focus of the 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 Programme) – 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 School Completion Programme is funded by Tusla Education Support Service.

### The Role

Oriel School Completion Programme operates in five primary schools in Dundalk and one post primary school in Riverstown. Oriel School Completion Programme Local Management Committee invites applications for the position of a Part Time Project Worker. The Part Time Project Worker will work as part of a team, providing support to targeted students in school, after school, out of school and during holiday time. Applications are now invited from suitable candidates for the above position.

### Salary Scale

In accordance with City of Dublin Youth Worker salary scale.

### Location

Duties will be carried out within Oriel SCP primary schools.

### Garda Vetting

The positions are conditional on satisfactory Garda Vetting Clearance.

### Hours of Work

The Project Worker will be expected to work a minimum of 19 hours per week. Please note this position will require flexibility in relation to working hours. It is expected that the Project Worker may work before, during and after school hours and holiday periods.

## **Funding**

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

## **References**

The successful candidate will undergo two reference checks before commencing employment.

## **Annual Leave**

The annual leave allowance is 26 working days and pro rata for any lesser period, with the leave year commencing on 1st Sept each year. This leave is based on a five-day week and is exclusive of public holidays. The needs of the job must be considered when applying to take this leave.

## **Competition**

Applications must be submitted online through <https://careers.lmetb.ie> not later than midnight on the date specified on the advert. Applications will not be accepted after this date and time. Shortlisting may apply.

## **Essential Criteria**

- Level 7-degree standard in one of the following: social care/science, youth/community work, education/teaching, or a related discipline. (Candidates with a Diploma and with exceptional, relevant work experience may also be considered in lieu of degree qualifications)
- A minimum of 1 year relevant paid or voluntary experience working with young people in a similar role
- Must have access to transport. 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.

## **Desirable Criteria**

- Knowledge and experience of Logic Model planning
- Experience in the delivery of evidence informed/based programmes to young people
- Knowledge of early school leaving factors in Ireland and familiarity with DEIS Schools
- Understanding of causal factors associated with early school leaving and working from a trauma informed approach.
- Knowledge and experience of Logic Model planning.

## **Person Specification**

- Excellent interpersonal skills, including ability to build and maintain effective working relationships with children, young people, parents, families and relevant professionals.
- 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 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 and 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 Oriel SCP Staff**

- 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 your line manager.
- Flexibility in relation to hours of work to meet the needs of the work. (On occasions work during unsocial hours may be required).
- Identify training needs with your line manager and participate in training opportunities appropriate to the role.
- To undertake other duties as may be requested by the Local Coordinator and/or the Local Management Committee from time to time.

## **Duties**

The successful candidate will be expected to work under the guidance and supervision of the SCP Co-ordinator and will need to be flexible in terms of duties to be undertaken and the work timetable. Duties will include:

- Provision of direct, one to one and group supports/interventions for identified children and young people in primary and post primary schools as part of the implementation and delivery of the School Completion Programme plan.
- 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 other Tusla Education Support Services including Home School Community Liaison Coordinators, Educational Welfare Officers, School Care Teams, Principals, and other Statutory/Voluntary Agency professionals.
- Identify the students to be engaged with the Project and to plan coordinated interventions for these children and young people across appropriate services to compliment SCP interventions.
- 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 attendance tracking and managing files in relation to students engaged.
- Following policies and procedures prescribed by Oriel SCP and the relevant schools in relation to child protection and other matters.
- Reporting to the Project Coordinator and the Local Management Committee as required.
- Undertaking any other work relevant to the development of the programme as may arise.

Further information can be obtained by emailing [recruitment@lmetb.ie](mailto:recruitment@lmetb.ie)

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