



School Completion Programme Project Worker

The School Completion Programme (SCP) is a targeted programme for Primary and Post Primary children and young people that aims to have a positive impact on student levels of attendance, participation, and retention and for students who successfully complete the Senior cycle or equivalent. It is a support under the DEIS programme and funded by the Department of Education.

The Role

Navan School Completion Programme provides supports to 2 post primary schools and 6 primary schools in Navan town. Navan School Completion Programme Local Management Committee invites applications for the position of Project Workers. The 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.

Nature of Post

This is a fulltime post – 35 hours per week, covering primary school, commencing on a date to be confirmed at the conclusion of the selection process. This position will be ongoing subject to satisfactory probationary period and continued funding of Navan SCP through the Department of Education.

Salary Scale

In accordance with City of Dublin Youth Service Board salary scale.

Location

Duties will be carried out within Navan SCP primary schools, but subject to change and work across the project.

ELIGIBILITY CRITERIA

Health and Character

Those under consideration for a position may at the discretion of the employer be required to complete a health and character declaration and a Garda Vetting Form. References will be sought.

Essential Criteria

- Level 8-degree standard in one of the following: social care/science, youth/community work, education/teaching, or a related discipline.
- Access to own transport is essential to carry out SCP duties at different locations.

Desirable Criteria

- Understanding of causal factors associated with early school leaving and working from a trauma informed approach.
- Ability to plan, implement and evaluate educational, social, developmental, and recreational programmes for individuals and groups.
- Proven record of working with young people within a supportive environment either in individual or group work settings.
- Proven record of working with families and young people at risk.
- Ability to work as part of a multi-disciplinary team.
- Excellent communication, planning, organisational and report writing skills.

- Knowledge of TESS strands/Educational welfare legislation.
- Child protection trained and awareness
- Experience in the delivery of evidence based/informed and manualized programmes.
- Ability to develop and deliver programmes to meet the needs of our participants.
- Working Knowledge of information technology/Excel/Work/PowerPoint.

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:

- Building positive trusting relationships with students and their families.
- Engage directly with students and identify their needs through intake referral process.
- Contribute to the planning, implementation and evaluation of appropriate supports that address the identified needs of students
- Planning and delivering a range of in school, after school, out of school and holiday supports to children and young people.
- Collaborate with school staff to maximise support for children and young people.
- Liaise with relevant agencies to ensure positive outcomes for children and young people.
- Attend meetings, networking events, in-service, supervision, and training as required by the Coordinator, the LMC and TESS management.
- Create opportunities to develop the positive attendance, retention and participation of targeted students in line with national TESS frameworks.
- Assist with project evaluations, reports, reviews, and future planning of supports.
- Comply with Tusla Guidelines in relation to report writing/planning and record keeping.
- Undertake additional tasks from time to time as identified by the SCP Co-ordinator.
- Flexibility in working hours may be required from time to time.

APPLICATION AND SELECTION PROCESS

Completed application forms should be submitted online through <https://careers.lmetb.ie>.

Notes:

Please note that it is the responsibility of the applicant to ensure that all applications are received on time. Any technical difficulties encountered by the sender when submitting applications are not the responsibility of LMETB. Therefore, candidates are strongly advised to submit applications well before the closing date and time.

Closing Date and Time:

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.

LATE APPLICATIONS WILL NOT BE ACCEPTED

CV's WILL NOT BE CONSIDERED

SHORTLISTING OF CANDIDATES MAY TAKE PLACE

LMETB IS AN EQUAL OPPORTUNITIES EMPLOYER