

ADVERT ID 201029

## General

### Drimnagh/Bluebell/Inchicore School Completion Programme

Drimnagh Castle Secondary School, Long Mile Rd., Walkinstown Drimnagh D12 K682

#### MAIN DETAILS

<b>Status:</b>	Deactivated
<b>Level:</b>	Other Education
<b>Date Posted:</b>	Wed Aug 16 2023 15:53:48
<b>Application Closing Date:</b>	Thu Aug 31 2023
<b>Commencement Date:</b>	Mon Sep 18 2023
<b>Status of Post:</b>	Other
<b>Number of Vacancies:</b>	1

#### POST DETAILS

**Title:**

School Completion Programme Co Ordinator

**Description:**

Drimnagh/Bluebell/Inchicore School Completion Programme (SCP)  
is recruiting for a  
Full Time Coordinator Position 37hrs P/W

Job Title: SCP Coordinator

Base: TBC

Type of contract: Fixed Term Contract (up to Aug 31st 2024)

No of hours: 37 hours per week

Annual leave: 26 days

Payscale: Aligned to Youthreach Coordinator Salary Scale

Responsible to: Drimnagh/Bluebell/Inchicore SCP Local Management Committee (LMC)

School Completion Programme (SCP).

The (SCP) was set up as part of the Department of Education and Skills (DES) DEIS Strategy – Delivering Equality of Opportunity in Schools. The desired impact of the programme is to retain the young people to completion of the Leaving Certificate or equivalent qualification or suitable level of educational attainment which enables them to transition into further education, training, or employment.

The SCP operates nationally in 470 primary schools and 224 post-primary schools. There are 122 local SCP projects. At national level, SCP is supported by a national leadership team within the Senior Management Team of the TUSLA Educational Support Services (TESS), with responsibility for overseeing the operation and work of the local projects.

The three core outcomes of the School Completion Programme are.

- (i) Improved Attendance
- (ii) Improved Retention
- (iii) Improved Participation.

Each project designs an annual Retention plan which includes a combination of Target, Brief and Universal interventions. These interventions are delivered; in-school, after-school, during school holidays; and with young people who are 'out of school' or not engaged in full-time education, with a view to supporting them to re-engage or find a suitable alternative.

Drimnagh/Bluebell/Inchicore School Completion Programme (SCP).

Drimnagh/Bluebell/Inchicore SCP has been operating in Dublin 8 and 12 since 2002, and works

closely with all the relevant agencies, local communities, young people, and their families to develop strategies to improve Attendance, Participation and Retention in participating schools. The project supports nine local schools, 3 post primary schools and 6 primary schools. The work of Drimnagh/Bluebell/Inchicore SCP is led by a Local Management Committee (LMC) which includes; School Principals, Parents and Local Statutory & Voluntary agencies.

Essential and Desirable Criteria for the post of SCP Co-ordinator.

Essential Criteria Desirable Criteria

Professional Qualifications Level 8 Degree in one of the following disciplines;

- Education,
- Youth/Community Work,
- Psychology,
- Social Science/Social Care; or
- Related Discipline Additional qualifications in:

Management, GDPR

Experience A minimum of three years' experience working with vulnerable young people.

A minimum of two years' experience in a senior role eg; line managing staff and volunteers.

Experience managing budgets.

Experience preparing reports and annual plans. A proven track record of operating budgets of a substantial nature.

Experience of using Logic Models

Experience working with young people in Crisis.

Understanding the contributing factors to Early school leaving

Car/Driving Licence The successful applicant must have access to a car and hold a full clean driving licence.

Person Specification • Leadership Ability

- Strong Interpersonal and Communication Skills
- Excellent Analysis and Decision-Making Skills
- Ability to Manage Deadlines and Deliver Results
- Awareness of the need for Self-Care and Self Development
- Drive and Commitment.

Excellent interpersonal skills - the ability to liaise with a wide range of contacts and build and maintain effective working relationships

Ability to be proactive, use own initiative and work effectively within a pressurised environment.

Strong communicator and team player

Positive and flexible approach to team working.

Good written communications skills, including ability to draft summary information and correspondence.

Excellent IT skills, competent in all Microsoft Office programmes Proficient in the use of various social media tools and methods of virtual communication

This is a full-time position, offered for one year initially (with a 6-month probation period) and will be renewed annually pending continued funding to the programme and satisfactory service.

To Apply :

Please submit a cover letter and your CV for the attention of :

SCP Chairperson

Drimnagh/Bluebell/Inchicore School Completion Programme

C/O Drimnagh Castle Secondary School

Long Mile Road,

Walkinstown

D12 K682

Applications may also be submitted via email to :

info@drimnaghcastle.ie

Closing date for applications is Thursday August 31st at 12pm.

Late applications will not be accepted

Please see the job spec for further information.

## SCP CO ORDINATOR JOB DESCRIPTION

### Position Summary

- The role of the School Completion Co-ordinator is to lead the development and implementation of the programme in compliance with TESS requirements, under the direction of the School Completion Programme Local Management Committee and in consultation with the local school Principals.
- To work with the LMC to develop and implement the annual retention plan.
- To collaborate with individual schools, Education Welfare Officers, and local agencies to identify students who are at risk of early school leaving or who are not engaging with school, and to support their referral through the referral intake framework.
- To identify evidence based/informed programmes and collaborate in the design and planning of interventions which will respond to their particular needs and enhance their opportunities to engage more fully in education.
- To ensure that there is ongoing evaluation and review of all interventions.
- To lead the local SCP team in implementing the retention plan; maintaining intervention quality, high standards of practice and fidelity to the agreed project outcomes.

### SCP Co-ordinator Duties:

#### Leadership

- To lead the SCP team in the delivery of the annual retention plan.
- To provide line management of project workers, CE staff, Volunteers and others contracted to work with the project.
- To organise and facilitate weekly team meetings with project staff to ensure delivery of programmes and interventions.
- To meet regularly with Project Workers and SCP personnel to provide support and supervision on delivery of programmes and interventions.
- To identify and ensure the completion of CPD training that enhances the quality-of-service delivery and intervention quality.
- To ensure that all required documentation (file notes, progress reports, programme plans & evaluations) are maintained and kept to a high standard by the full team.

#### Service Delivery

- To provide direct support to young people and their families where appropriate.
- To ascertain if SCP is the most appropriate service for a young person and where not, identify the relevant service for onward referral.
- To Identify and respond to the education welfare needs of targeted young people in particular those identified as at risk of leaving school early.
- To support and empower young people to fully participate in their own formal education and other relevant learning and development opportunities.
- To provide opportunities for young people to develop skills; particularly in the areas of social and emotional literacy, personal effectiveness, school readiness and educational achievement. Using various modes of delivery including the facilitation of small groups, presentation to large groups and one to one support
- To design, organise, implement, monitor and evaluate interventions in settings including in school, after school, during school holidays and with those not in full-time education.
- To advocate on behalf of participants when appropriate.

#### Operational

- To coordinate the day-to-day running of the project to ensure appropriate use of resources.
- To operate efficient office procedures and administration systems e.g. filing, record keeping
- To maintain, share and store all records in accordance with all relevant data protection guidelines and legislation.
- To plan own work schedule and set work targets for the SCP team in consultation with the Local Management Committee and TESS.
- To prepare and ensure timely submission of the annual Retention Plan
- To organise and attend all local management committee meetings and prepare written progress reports, minutes, agenda, and any other paperwork required.
- To prepare and promptly return any reports requested by TESS or any other funding organisation.
- To co-operate with TESS in relation to the evaluation and audit of the Programme and the collection of data and furnishing of reports required on a timely basis.
- To monitor and evaluate the quality of the programme, ensuring regular review of interventions, and annual review of the programme.
- To plan, implement and review the programmes/activities as set out in the SCP Retention Plan.

#### Financial

- To take responsibility for the management of all SCP finances on behalf of the LMC and to maintain proper records of same.
- To oversee the day-to-day expenditure of the programme and keep accurate records of payments and receipts.
- To work within the budgetary constraints for the Programme.
- To ensure that the financial controls of the project are implemented, monitored, and adhered to.
- To make relevant applications to other agencies for additional funding and work with the

accounts administrator to monitor spend and submit reports and returns.

- To prepare and present financial reports to the LMC at each meeting.
- To oversee the preparation and submission of financial Quarterly returns to TESS.

#### Relationship Building and Communications

- To keep up to date with local, regional, and national developments in the education and welfare sector, in relation to both policy and practice.
- To work collaboratively with the other strands of the Tusla Education Support Services; eg; Education Welfare Officers, Home School Community Liaison Staff
- To work closely with Principals, School Care Teams, and other professionals to identify the young people who require SCP support.
- To ensure participation in all relevant local and national networks to promote the work of the service, and to identify opportunities for collaboration and inter-agency partnerships.

#### Other

- To attend and work the days and hours at the schools as directed by the Local Management Committee.
- To be flexible in terms of evening and weekend work which may be required from time to time.
- To carry out other duties that may arise in the course of your work, approved by the LMC and TESS.

### APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- CV (Unbound/Slide Binder)
- CV (Digital)

#### Applications may be submitted by

- Email
- Post

#### APPLY TO THIS JOB VACANCY

<b>Apply To:</b>	SCP Chairperson Drimnagh Castle Secondary School, Long Mile Rd., Walkinstown Drimnagh D12 K682
<b>County:</b>	Dublin
<b>Postal District:</b>	Dublin 12
<b>Enquiries To:</b>	info@drimnaghcastle.ie

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