ADVERT ID 225423

General

School Completion Programme

Stanhope Street Primary School Manor Street Stonybatter

MAIN DETAILS

Status:	Deactivated
Level:	Other Education
Date Posted:	Thu Sep 26 2024 12:22:28
Application Closing Date:	Mon Oct 14 2024
Commencement Date:	Tue Nov 5 2024
Status of Post:	Part-Time
Number of Vacancies:	3

POST DETAILS

Title:
Afterschool Literacy Programme facilitator
Description:
Facilitator for Doodle Den Children's Literacy Programme

The Dublin 1& 7 School Completion Programme: Doodle Den Facilitator Posts- Part-time and Relief

Primary/Montessori Teacher or Youth/Community/Early Years or Social Care Worker Part-time

The Dublin 1&7 School Completion Programme is seeking to recruit Primary School Teachers/Montessori Teachers or someone with a background in Community/Youth Work /Early Years/Social Care to fill a part time (7 hours per week) position for an exciting literacy programme for Senior Infants in the Dublin 7 area. Doodle Den is an after-school programme that aims to improve children's overall literacy skills. The programme is run on Tuesdays, Wednesdays, and Thursdays for 1.5 hours between the hours of 1.15 pm and 3.30 pm. We are also recruiting for a relief panel to cover as and when needed.
Job Description

Position: Facilitator for Doodle Den
Responsible to: Doodle Den Coordinator
Hourly Rate: 34.23 euro per hour
Job Purpose: Facilitator Part-time
To facilitate Doodle Den 3 afternoons per week for Senior Infant children in a manner that is responsive to the needs of children and families, following the Doodle Den Manual.
Duties and responsibilities of Doodle Den facilitators
Child Contact:
Co-facilitating sessions of the literacy programme and ensuring fidelity of service delivery to the Doodle Den Manual
Organising the learning environment and materials as per the manual
Ensuring the provision of one healthy snack daily
To follow up non-attendance of participants and identify any supports required for participants to attend
Working with children according to best practice in a child-centered way
Being vigilant in monitoring and responding to incidents of non-accidental injury, suspected child abuse, or developmental delay in line with Children First, the National Child Protection Guidelines
Liaising with, and making referrals to, other agencies and groups
Attending supervision and team meetings

Family Contact:

Planning and implementing family sessions.
Co-facilitating the parent component of the programme, which is comprised of at least six sessions with a maximum of 12 sessions over the programme year to facilitate all parents to attend.
Contacting parents and engaging with parents in order to achieve the aims of the service, including follow-up with non-attendees.

Professional responsibilities:
Actively participating in communities of Practice for Doodle Den
Complete weekly planning and reflective tools
Complete appropriate records re: attendance, referrals, assessment etc.
Adhere to finance procedures
Any other duties as requested
Part-time: The post is for a sessional position, 7 hours per week, an additional 21.5 hours per year to facilitate parent and family sessions and attendance at communities of practice meetings will also be required.
This job description will be reviewed and may be amended according to the needs of the programme.
Teacher Facilitator
Qualifications:
Primary School or Montessori Teaching Qualification

Experience:
A minimum of three years' experience of working with children and families in education.

Experience in teaching senior infant classes preferred.

Experience of establishing contacts and networking with other agencies and groups.

Ability to keep records and appropriate documentation.

Ability to communicate clearly and work closely with an interdisciplinary team.

An interest in literacy as demonstrated by being a member of literacy organisation or by having attended training/course outside of in-service training related to literacy is also preferred.

Community Worker Qualifications

Third Level qualification in Early Years, Social Care or Youth/Community Work or in exceptional circumstances a FETAC Level 6 in a relevant area
Experience:
A minimum of three years' experience of working with children and families in group work /family support settings.
Knowledge of child development.
Experience of establishing contacts and networking with other agencies and groups.
Ability to keep records and appropriate documentation.
Ability to communicate clearly and work closely with an interdisciplinary team.
Experience engaging with parents.
Experience working with children aged 5-6

The Closing Date for applications is Monday 14th October. Shortlisting may apply. Interviews will take place 16th -17th October or may be offered earlier on a rolling basis. Shortlisted candidates will be contacted for interview. The successful candidate(s) will be appointed subject to Garda vetting and reference checks. Appointees must complete training and be available to start work 5th November.

For more information on the Doodle Den programme, please see:
https://www.cdi.ie/

Enquiries: : dublin7doodleden@gmail.com or phone 086 703 7979 on Tuesdays, Wednesdays, or Thursdays only.

Application form and cover letter should be sent by email only to the Coordinator: dublin7doodleden@gmail.com CVs will not be accepted.

APPLICATION REQUIREMENTS

- Letter of Application

- Referees (name, role, contact no.)

- Application Form

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Apply To:	dublin7doodleden@gmail.com
County:	Dublin
Postal District:	Dublin 7
Enquiries To:	dublin7doodleden@gmail.com, 086 703 7979
Further Information:	https://www.cdi.ie/programmes/doodle-den/
Application Form:	Facilitator Application Form (3) 2.pdf