



## Carlow School Completion Programme

### Project Worker

**Job Reference: 2024NOV233**

<b>Job Title:</b>	Project Worker
<b>Reporting:</b>	Local Management Committee and School Completion Co-ordinator
<b>Nature of Position:</b>	Specific Purpose Contract – Carlow SCP
<b>Hours of Work:</b>	35 hours per week
<b>Place of Work:</b>	Initial location will be Tyndall College Carlow but must be available to travel to any of the 9 Primary and 3 Post Primary schools in Carlow Town
<b>Salary Scale:</b>	The pay scale applicable to the post will be €37,385 to €55,340 (pro rata) as per Department of Education Circular Letter CL 045/2024. As per Department of Education guidelines, new appointees who are entering this grade for the first time will start at the minimum point of the scale. Rate of remuneration may be adjusted from time to time in line with Government pay policy.
<b>Annual Leave:</b>	25 days per annum (pro rata)
<b>Other Conditions:</b>	Offers of employment are subject to garda vetting, reference checks and pre-employment health assessment

### Role and Responsibilities

The School Completion Programme 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 number that successfully complete the Senior Cycle, or equivalent. The School Completion programme works with students aged 4-18. 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 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 School Completion Programme is funded by Tusla Educational Support Services, TESS

The Carlow School Completion Programme operates in three Post Primary schools and Primary schools in County Carlow. The project is administrated through Kilkenny and Carlow ETB.

## Duties

The job will entail assisting the Local Co-ordinator in implementing the programme locally, as follows:

### Work with Children & Young People

- Develop personalised programmes for targeted children and young people who are experiencing ongoing difficulties affecting their attendance, participation and retention in school.
- Provision of direct, one to one and group supports and interventions to identified children and young people in the secondary schools and primary schools as part of the implementation.
- Using evidence based/informed programmes, work on a one to one or small group basis with pupils who have been referred for a suite of social, emotional, behavioural and academic mentoring supports under the programmes referral process.
- Identify the needs of referred students and develop appropriate interventions.
- Design, implement and evaluate structured individual, small group or whole class interventions/sessions to support targeted 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 pupils to participate in their formal education and other learning and development activities within the school environment.
- Support children and young people's positive engagement in education.
- Demonstrates knowledge of child protection policy and practice.
- To provide academic, behavioural and emotional support to targeted programme participants in groups and one to one basis, supporting solution focused outcomes.

### Plan & Report

- Report to and work under the direction of the School Completion Programme Local Management Committee and the Co-ordinator in relation to the implementation of the Programmes Retention Plan 2019 – 2020.
- To further the aims of Carlow SCP by participating in the development/delivery of child centred educational and personal development programmes which stimulate the interest and participation of children and young people between the ages of 4 and 18+ years with a view to tackling early school leaving.
- Assist in the organisation, and participate in the provision, of; in-school, out of school, after-school and holiday time supports for targeted children and young people.
- Assist with evaluations, reviews and future planning of the programme.
- Comply with Tusla Guidelines in relation to electronic recording and report writing, planning, monitoring and record keeping of work undertaken.
- Plan and deliver educational/developmental/recreational programmes to individuals and groups.
- Ensure records are kept and maintained in an effective and professional manner adhering to guidelines and legislation.
- Actively engage in the planning, delivery and evaluation of all special events and activities.
- Prepare for and attend individual supervision on a regular basis.
- Reporting to the programme Co-ordinator and the Local Management Committee as required.
- Keeping up to date with local, regional and national developments in the education and 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 Foróige in relation to child protection and other matters.
- Planning, implementing and evaluating developmental/educational programmes to meet the needs of the target group of young people.
- Delivery of the School Completion Programme plan as set by the Local Management Committee and with the support of the Project Coordinator.
- To attend meetings and participate in staff training where relevant.
- Undertaking any other work relevant to the development of the programme as may arise.

## **Networking & Communication**

- Ability to communicate in a fluent, logical and appropriate way to children and young people across the target group age range.
- Undertake all training and attend all meetings, considered appropriate by the Project Co-ordinator.
- Provide the SCP Co-ordinator with regular progress reports which will be reported to the Local Management Committee.
- Foster positive professional links between students, parents and school in partnership with statutory and voluntary services to ensure maximum benefit to the targeted students.
- Ensure communication and integration with relevant school staff and agencies to ensure the maintenance of strong working links.
- Attend and work the days and hours at the schools or centres as the Local Management Committee direct which may include evening work and may include weekend work from time to time and which will be subject to review. A degree of flexibility is required.
- Perform other duties appropriate to the post as may be assigned by the SCP Coordinator in conjunction with the Local Management Committee.
- Working collaboratively with other Education and Welfare Services including Home School Community Liaison, Education and Welfare Officers, the School Care team, Principals and other professionals to identify the students to be engaged with the Project and to plan coordinated intervention for those children and young people across appropriate services to compliment SCP interventions
- Positively promote the work of Carlow SCP.
- To liaise with school personnel, external agencies and families /guardians as required
- To assist in the planning, development and evaluation of SCP

## **Person Attributes**

- Possess excellent time-management and organisational skills.
- Have excellent integrity and demonstrate good moral, character and initiative.
- Commit to the delivery of quality services to children and young people.
- Ability to work under pressure, make decisions in consultation with the Co-ordinator and colleagues in the team.
- Ability to critically reflect and understand the importance of critical reflection.
- Work as a team member while also having the ability to work on your own initiative.

## **Conditions of Service**

### **Citizenship Requirement**

Candidates should note that eligibility to compete is open to citizens of the European Economic Area (EEA) or to non-EEA nationals with a valid work permit. The EEA consists of the Member States of the European Union along with Iceland, Liechtenstein, Norway, Switzerland and Norway. Swiss citizens under EU agreements may also apply.

### **Vetting**

Carlow School Completion Programme (through Kilkenny and Carlow ETB) is registered with the National Vetting Unit (NVU). As part of the Local Management Committee's recruitment and selection process, offers of employment to all posts may be subject to NVU disclosure.

### **References**

Carlow School Completion Programme reserves the right to seek both written and verbal references from current and previous employers, educational institutions or any other organisations with which the candidate has been associated. Carlow School Completion Programme also reserves the right to determine the merit, appropriateness and relevance of such references and referees. Please note that candidates are requested not to submit references with their application form.

### **Pre-Employment Health Assessment**

A candidate for, any person holding, the office must be fully competent and capable of undertaking the duties attached to the office and in a state of health such as would indicate a reasonable prospect of the ability to render regular and efficient service.

Candidates will be required to undergo a pre-employment Health Assessment which will be reviewed by Carlow School Completion Programme (through KCETB) Occupational Health Service . An offer of employment is subject to satisfactory pre-employment health assessment.

### **Probation**

Where a person is appointed to the position of School Completion Project Worker, the first six months of their contract will be regarded as the probationary period.

### **Superannuation**

Membership of the superannuation scheme is not applicable to this position. Access to a Personal Retirement Savings Accounts (PRSA) will, on request, be facilitated.

### **Sick Leave**

Sick leave will be in accordance with established procedures and conditions for School Completion Programme staff generally.

### **Notice/Termination**

This appointment is terminable by one month's notice in writing from either side subject to statutory provisions and relevant collective agreements.

### **General**

The above represents the principal conditions of service and is not intended to be the comprehensive list of all terms and conditions of employment which will be set out in the successful candidate's employment contract.

## **Essential requirements**

### **The following are essential requirements for appointment to the post:**

- QQI Level 7 qualification in youth work, education or other discipline related to the role.
- Experience of working with children and young people of school age on a one to one basis and in groups is essential
- Knowledge of the factors that influence early school leaving, the School Completion Programme and the education system.
- Knowledge of Local Youth facilities
- Ability to work as a team member while also having the ability to work on own initiative
- A proven record of working in a multi-disciplinary setting
- A work history which demonstrates flexibility and the ability to deliver using your own initiative
- Willingness to work flexible hours outside of normal school hours
- Excellent oral and written communication skills
- Strong ICT and administration skills
- Strong planning, networking, time management and organisational skills
- A proven track record of continuous professional development
- Proficiency in communicating through Irish is desirable for specific school locations.

## **Competences**

The person appointed to the above post will be required to show evidence of the following competences:

### **Specialist Knowledge, Expertise and Self Development**

- Commitment to the delivery of quality services to children and families
- Ability to build and maintain effective working relationships with vulnerable children and young people in our schools, as well as within the organisation, within our schools and externally
- Excellent communication, planning, organisational, networking and report writing skills
- Excellent teamwork skills and ability to work on own initiative but seek guidance as appropriate
- Knowledge of the requirements and systems in operation with other certifying bodies, for example City and Guilds
- Ability to think creatively and innovatively
- A clear understanding of the role, objectives and targets of self and team
- Positive, solution focused approach

### **Interpersonal and Communication Skills**

- Builds and maintains contact with colleagues and other stakeholders to assist in performing role
- Is able to listen effectively and develop a two-way dialogue quickly
- Works to establish mutual understanding to allow for collaborative working
- Treats others with diplomacy, tact, courtesy and respect, even in challenging circumstances
- Presents information clearly, concisely and confidently when speaking and in writing
- Prepare reports in a timely fashion

### **Analysis and Decision Making**

- Gathers and analyses information from relevant sources, whether financial, numerical or otherwise, weighting up a range of critical factors
- Takes account of any broader issues and related implications when making decisions
- Uses previous knowledge and experience in order to guide decisions
- Makes sound decisions with a well-reasoned rationale and stands by these

### **Management and Delivery of Results**

- Takes responsibility and is accountable for the delivery of agreed objectives
- Successfully engages in a range of different projects and work activities at the same time
- Structures and organises their own and others work effectively
- Is logical and pragmatic in approach, delivering the best possible results with the resources available
- Works collaboratively with others, providing clear information and evidence as to what is required
- Proactively identifies areas for improvement and develops practical suggestions for their implementation
- Demonstrates enthusiasm for new developments/changing work practices and strives to implement these changes effectively
- Applies appropriate systems/processes to enable quality checking of all activities and outputs
- Practices and promotes a strong focus on delivering high quality programmes and outcomes for young people

**The closing date for the receipt of completed application forms is  
Monday, 6 January 2025 (12 noon)**

### **General Guidelines**

- Please read the application form carefully and ensure it is completed as comprehensively as possible.
- All sections of the application form must be completed in full.
- Candidates will be required to describe some of their personal achievements to-date that demonstrate how they meet the criteria outlined in the person specification. Examples can be from various settings including their professional, community or voluntary involvement.
- All information must be set out on the official application form. If required, additional pages may be used. **ADDITIONAL CV WILL NOT BE ACCEPTED.**
- One copy of your completed application form and any supporting information should be submitted.
- Take note of the closing date for the position and make certain your application is submitted in plenty of time. **LATE APPLICATIONS WILL NOT BE ACCEPTED.**
- Application forms are only accepted electronically and should be signed and returned by email to: [recruitment@kcetb.ie](mailto:recruitment@kcetb.ie)
- Care should be taken to provide full and accurate information. Any mis-statement given may disqualify your application.
- Further information regarding Kilkenny and Carlow ETB including details on all our schools/centres can be obtained on our website: [www.kcetb.ie](http://www.kcetb.ie)

- By applying for any position with KCETB, you acknowledge that your personal data shall be processed by KCETB. The Privacy Notice which is available on [www.kcetb.ie](http://www.kcetb.ie) gives you some helpful information about who we are, what personal data we collect about you, why, who we share it with and why, how long we keep it, and your rights. If you need any further information, please see our Data Protection Policy which is also available on [www.kcetb.ie](http://www.kcetb.ie)

## The Shortlisting Process

- It is important to note that while you may meet the essential qualification/s and eligibility requirements of the position, if the numbers applying for the position are such that it would not be practical to interview everyone, Carlow School Completion Programme may decide to employ a short listing process to select candidates for interview.
  - During the shortlisting process, the shortlisting board will examine the application forms and assess them against criteria based on the requirements of the position and the quality of your application form. It is therefore in your own interests to provide a detailed and accurate account of your qualifications/experience/skills and competencies on the application form in a clear and concise manner.
  - Candidates who are not shortlisted are not necessarily deemed unsuitable, or incapable of undertaking the job, rather that those candidates who were shortlisted demonstrated more clearly their suitability for the specific position in terms of their qualifications/experience/skills and competencies.
  - Each recruitment competition is independently assessed by the shortlisting board and considered in the context of the needs of the specific position advertised. Accordingly scores may differ from competition to competition.
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