



BORD OIDEACHAIS AGUS OILIÚNA
CHILL DARAGUS CHILL MHANTÁIN
KILDARE AND WICKLOW
EDUCATION AND TRAINING BOARD



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Child and Family Agency

School Completion Programme Co-ordinator Job Description and Person Specification

Job Title:	School Completion Programme Co-ordinator
Location:	Ballywaltrim, Bray, Co. Wicklow
Type of contract:	Fixed Term Contract
No of hours:	35 hours per week
Annual leave:	26 days per year

Current Annual Salary:

€43,592 - €71,708 per annum. The appointee will start on point one of the scale.

*This is not a public service pensionable post.

The Ballywaltrim School Completion Programme (SCP) works with children and young people in 1 primary and 1 post-primary school. We work with students, the school, the family and the community to encourage students to reach their full potential, and prevent early school leaving in the educational system.

The desired **impact** of SCP is retention of a young person to completion of the leaving certificate, equivalent qualification or suitable level of educational attainment which enables them to transition into further education, training or employment.

The **three core outcomes** of the School Completion Programme are;

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

The Position:

The School Completion Programme Coordinator will work as part of a team within the Ballywaltrim area providing support for students in school, after school and during holiday time and in the out of school setting.

Duties:

1. Identifying and responding to the education welfare needs of targeted young people in particular those identified as at risk of leaving school early.
2. Enabling and empowering young people to fully participate in their own formal education and other learning and development activities within the school environment.
3. Keeping up to date with local, regional and national developments in the education and welfare sectors, in relation to both policy and practice.
4. Engaging the target group and enabling those children and young people to develop knowledge, skills, attitudes and behaviours particularly 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.



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5. Designing, organising, implementing, monitoring and evaluating educational welfare support programmes with targeted groups of young people in school, after school, during school holidays and with those not in full-time education, both in, the 'in school' and 'out of school'/community setting.
6. Operating efficient office procedures and administration systems e.g. filing, keeping records, managing invoices, petty cash and to submit any standard clerical procedures, budgets and all other relevant reports on time.
7. Working collaboratively and networking with the other Educational Welfare Services strands, Home School Community Liaison (HSCL) Coordinators and Educational Welfare Officers, the School Care Team, Principal(s) and other professionals to identify the young people to be targeted for the Project and to plan coordinated intervention for those young people across appropriate services which compliment SCP interventions.
8. Advocating on behalf of targeted participants as appropriate.
9. Planning your own work schedule and set work targets in consultation with the Local Management Committee and Tusla.
10. Provide line management, supervision and support to staff employed under the Ballywaltrim SCP.
11. Reporting to the LMC and Tusla; attending meetings and preparing written reports as required for the LMC, Tusla and other funders.
12. Undertaking any other work relevant to the development of the programme as may arise.

Professional Qualifications and Experience

E= Essential

D= Desirable

- QQI level 8 Qualification in youth work, education or other related discipline relevant to the role - **Essential**
- A minimum of 3 years, but preferably 5 years, relevant work experience - **Desirable**
- Paid or voluntary, experience working with young people - **Desirable**
- Access to a car and full driving licence - **Essential**

Person Specification

E= Essential

D= Desirable

- Excellent interpersonal skills, including ability to liaise with a wide range of contacts and build and maintain effective working relationships - **Essential**
- Ability to be proactive, use own initiative and work effectively within a pressurised environment - **Essential**
- Strong communicator and team player **Essential**
- Positive and flexible approach to team working **Essential**
- Good written communications skills, including ability to draft summary information and correspondence **Essential**



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- Good computer skills, including Word processing, MS Access, Excel, Internet and PowerPoint **Essential**

A number of key competencies have been identified as being essential for the effective performance of the role and function of the **School Completion Programme Coordinator**:

These competencies are as follows:

Leader – Education and Learning:

Understands that high quality teaching and learning is the core business of a Programme and demonstrates the skills to act as the instructional leader.

Leader - Centre Development:

Demonstrates the ability to take a broad and long term view of the needs of the centre's purpose and objectives.

Leader – People and Teams

Demonstrates the willingness and ability to develop individuals and teams throughout the Programme and delegate leadership within those teams.

Communication

Has the capacity to clearly articulate views, opinions and attitudes through effective and appropriate and empathic interaction with all stakeholders in a variety of situations and contexts.

Organisational Management and Administrative Skills

Uses a range of a range of resources, supports and processes to ensure the effective and efficient running of the Programme.

Self-Awareness and Self-Management

Is self-aware and has the capacity to self-manage and develop personally and professionally.

HR Department, Kildare and Wicklow ETB, on behalf of Ballywaltrim SCP Programme Local Management Committee