SCP Coordinator Job Description

Post Title: School Completion Programme (SCP) Coordinator
Initial Location: Ballywaltrim
Capacity: Permanent Position
Hours per Week: 35
Annual Leave: 26 days per year
Current Annual Salary: €48,107 - €78,603
*This is not a public service pensionable post.

Ballywaltrim School Completion Programme (SCP) is funded by the Department of Education and funding is administered through Tulsa Education Support Service (TESS). Ballywaltrim SCP aim to have a significant positive impact on levels of pupil retention in primary and second level schools and on the number of pupils who successfully complete the Senior Cycle. The position of local Coordinator is one that necessitates the development of programmes and provision of support for children and young people who are at risk of early school leaving.

The Coordinator will lead the development and implementation of the programme in consultation with TESS, under the direction of the School Completion Programme Local Management Committee and in consultation with the school Principals.

Candidates must hold, as a minimum, a QQI level 8 Qualification in Youth Work, Education or other related discipline relevant to the role.

CORE COMPETENCIES AND RESPONSIBILITIES:

- Respond to Emerging Needs: Identifying and responding to the education welfare needs of the target group and enabling them to develop the knowledge, skills, attitudes and behaviours to fully participate in their own formal education and in the school environment.
- Planning and Evaluation of Interventions: Designing, organising, implementing, monitoring and evaluating education and welfare interventions with target group across the four pillars of school completion.
- Advocacy for Children and Young People: Advocating on behalf of targeted participants as appropriate.
- Engagement of Children and Young People: Operating a clear, criteria based and transparent targeting mechanism for participant inclusion in the SCP in conjunction with the Education Welfare Service and Home School Community Liaison Coordinators, the School Care Team and Principal(s).

- Interagency Work: Liaising and networking with all key stakeholders and developing effective working relationships with youth and community organisations in the area providing services and supports to children and young people.
- Collaboration: Working collaboratively with Home School Community Liaison Coordinators, Educational 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.
- Strategic Development: Participate in the ongoing planning, target setting and strategic development of the local SCP and SCP nationally.
- Planning Your Work Schedule: Planning your own work schedule and setting work targets in consultation with the Local Management Committee and TESS.
- Reporting to Leadership: Provide plans reports and statistics (written and oral) to LMC and TESS and other funders.
- Stakeholder Engagement: Engage with young people, their families, schools, TESS and external stakeholders as appropriate.
- Budget and Resource Management: Manage the programme budget in line with approved procedures, ensuring optimal use of resources.
- Staff Supervision: Manage and supervise staff including setting work targets in consultation with the Local Management Committee and in line with approved work plans.
- Professional Development: Participate in relevant training and development opportunities.
- Policy Compliance: Keep up to date with, adhere to and contribute to (where appropriate) the development of policies, procedures, guidelines, ensuring compliance with relevant legislation, regulations, and standards in the education and welfare sector.