



An Roinn Leanaí
agus Gnóthaí Óige
Department of Children
and Youth Affairs



DUBLIN
NORTH EAST
INNER CITY



BOSTON
COLLEGE



MIC
MARY IMMACULATE COLLEGE
COLAISTE MHUIRE GAN SMÁL

**City Connects Programme Manager
Tusla Education Support Service
The Child and Family Agency
Job Specification & Terms and Conditions**

Job Title	City Connects Programme Manager (One Seconded Teacher Opportunity)
Purpose of the Post	<p>The Department of Education in conjunction with Tusla Education Support Service (TESS), is delivering a City Connects programme in Dublin North East Inner City (NEIC) since September 2020. Funding to support the project is being provided by the Department of Education (DE).</p> <p><i>City Connects</i>, a school-based intervention to promote equity of outcome for all children, was developed by Boston College in 2000 and has been implemented in almost 200 schools and seven states in the USA. <i>City Connects</i> assesses the strengths and needs of each student in the school and connects students with a tailored set of supports and resources from inside and outside the school. Longitudinal data attests to the significant difference <i>City Connects</i> has made to the quality of children's lives and learning. <i>City Connects</i> has been proven to be an innovative and effective approach in the US to provide systemic, systematic and strategic student support in participating schools.</p> <p>The City Connects system has been adapted to the Irish context and is being delivered in 10 primary schools in the NEIC. The City Connects programme is a school-based collaboration among schools, TESS, community agencies, the DE, Boston College, and Mary Immaculate College, Limerick.</p>

	<p>City Connects Programme Manager (Seconded)</p> <p>Applications are now sought for the full-time post of a City Connects Programme Manager, to manage and lead the implementation and on-going development of the NEIC City Connects pilot programme. The successful candidate will become a member of the Tusla Education Support Service (TESS) Senior Management Team. Tusla Education Support Service (TESS) comprises the Home School Community Liaison Scheme, the School Completion Programme and the Educational Welfare Service (statutory).</p> <p>Applications are invited from primary teachers or post-primary teachers with leadership experience, serving in a recognised school with the relevant primary/post-primary teaching qualification, and are registered with the Teaching Council under Route 1 or Route 2. Candidates must be eligible for full-time secondment as per circular 0029/2018</p>
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The Role and Responsibilities:

The person appointed will provide leadership in the NEIC, across the ten DEIS primary schools participating in the City Connects Programme. The successful candidate will be required to bring a wealth of experience in terms of achieving the strategic goal to improve educational outcomes for children and lead/support the connection of students to a range of prevention, early intervention and intensive services programmes that address the academic, social-emotional, health, and family development of each student. The person appointed will be a key member of the TESS senior management team and will be expected to contribute to the achievement of the Department of Education and TESS's strategic goals and to policy development.

The appointed manager will work collaboratively with the implementation team, including relevant education personnel, Boston College, the National Centre for City Connects Ireland (NCCCI) in Mary Immaculate College, the DE, the participating DEIS primary school principals and community/statutory service partners. It is anticipated that, subject to funding, the City Connects programme may be extended to additional schools in due course, and the appointed manager may work with those additional schools.

Key Responsibilities and Accountabilities

In the context of the integrated service, the person appointed to the position will be required to:

- Supervise and lead a team of City Connects Coordinators (CCCs) who are conducting the work of City Connects with the DEIS NEIC primary schools, students and their families.
- Collaborate in recruiting CCCs as needed.
- Monitor the implementation of City Connects across the designated DEIS primary schools to ensure fidelity to the model.
- Plan and assist in delivering professional development for CCCs with the coaching and guidance of Mary Immaculate College and Boston College.
- Work with Principals and other school leaders to support CCCs in the delivery of the new system approach
- Support the collection of high-quality field data on service delivery.
- Collaborate with the BC MIC support/ advisory implementation team on the implementation of the programme and with TESS (line management).
- Work closely with TESS management, principals in the participating schools, the DE and the NCCCI (MIC) / BC team.
- Report to the NCCCI Director and National Lead Implementation Manager in MIC and the NEIC City Connects Steering Committee on policy and practice recommendations and on progress in implementation in the schools.
- Develop and enhance community partnerships with varied community agencies (e.g., through events and communications opportunities) to meet the identified needs of students, families, and schools.
- Support school leaders and staff in assessing systems/services and processes to support the academic, social-emotional, health and family development of each student. This will include assisting in developing systematic school planning processes; supporting effective target setting and employment of data to inform decision-making; planning, selecting and implementing appropriate interventions; supporting partnership with parents, etc.
- Work with the CCCs to gather feedback in order to participate in, contribute to and support integrated services policy and practice of the Department of Education and Tusla Education Support Service (TESS) within the Child and Family Agency.
- In order to progress Department of Education (DE), and NEIC City Connects objectives, the post-holder will work as a key member of the TESS Senior Management Team on relevant tasks. This may include engagement in specific elements of service provision such as Educational Welfare Service, Home School Community Liaison, School Completion, Attendance Strategies, Policy formulation, Legislative Compliance etc.

Applicants will be required to:

- Demonstrate a strong history of/track record of commitment to improving educational outcomes for children and families in DEIS schools.
- Have suitable leadership experience in a school, for a minimum of two years, for example, Principal, Deputy Principal or post of responsibility.

- Have a thorough knowledge of the Irish education system and the differing contexts of schools, including familiarity with policies to address social inclusion in education.
- Have a minimum of 3 years' experience of working in DEIS school
- Demonstrate a clear understanding of socio-economic disadvantage and its impacts on education.
- Have proven management and leadership expertise.
- Have the ability to undertake a significant, innovative and challenging role.
- Have the capacity to provide leadership and direction across the NEIC in order to access a range of prevention, early intervention and intensive services programs that address the academic, social-emotional, health, and family development of each student.
- Have excellent interpersonal, facilitation, communication, time-management, organisational and presentation skills.

General Notes & Information

Essential Criteria

- Bachelor of Education or equivalent degree
- A minimum of 2 years leadership experience in a school
- A minimum of 3 years teaching experience in a DEIS school
- Be registered with the Teaching Council under the appropriate route and have satisfied all conditions of that registration as per Section 31 of the Teaching Council Act 2011
- Be a serving teacher or principal in a recognised school and eligible for secondment as per Circular 0029/2018
- An understanding of the background and challenges facing families of children living in areas of acute poverty and socio-economic disadvantage
- Understanding of the systemic barriers to student success
- Familiarity with programmes and policies to address social inclusion within educational policy
- Adaptability to fill a dynamic and exciting role within education
- Ability to use evidence for decision making
- Strong leadership, facilitation and problem-solving skills
- Excellent interpersonal and communication skills
- Proven IT, data and time management skills
- Availability to attend training for Programme Managers in Boston College

Desirable Criteria

General Conditions

Applications are invited from eligible, fully qualified primary or post-primary teachers, serving in a recognised school with the relevant primary/post-primary leadership experience, teaching qualification and are registered with the Teaching Council under the appropriate route and in accordance with Sections 30 & 31 of the Teaching Council Act, 2001.

Terms of Employment

The appointment is on a secondment basis, to TESS, from 1st September 2024 to 31st August 2025, with potential to extend to a maximum of five years, subject to funding. Candidates must be eligible for full-time secondment as per Circular Letter 0029/2018.

It is a matter for the successful candidate to secure the agreement of his/her school authority to be released to take up the post for the period of secondment being offered. A person's secondment is subject to annual renewal and to Board of Management or Department of Education approval.

The successful candidate will be required to sign a secondment contract, which will provide for an on-going performance and development system.

Salary

Teachers' current salary scale in line with DES Circular 33/2024 plus a Category 2 secondment allowance. As per Report Number 26 of the Teachers Arbitration Board where the successful candidate is in receipt of an honours degree and/or an honours H.Dip allowance, these allowances will also be retained for the duration of the secondment. All other allowances will cease.

Or

Where the successful candidate is a principal, and their current salary scale plus current allowances is greater than their current salary scale plus Category 2 secondment allowance, they will retain their current salary scale plus current allowances for the duration of the secondment. No category 2 secondment allowance will be paid in such situations.

Designated Place of Work:

Applications are sought for a City Connects Programme Manager (Seconded) to support City Connects delivery and practice in Dublin North East Inner City. One manager is required in the following area: Dublin City

The base location will be in the NEIC Office, in Dublin 1. The position will entail travel within the relevant area and attendance at national meetings in Tusla Head Office or regionally, or travel to the NCCCI in Limerick. Successful candidates will be required to have their own means of transport and a full driving licence, Travel expenses and subsistence allowances are paid in accordance with public service rates, subject to an overall budget.

Hours of Attendance:

Hours of attendance will be as fixed from time to time but will amount, on average, to not less than 37 hours per week.

No additional payment will be made for extra attendance (over and above 37 hours per week) as the rate of remuneration payable covers any exceptional extra attendance liability that may arise from time to time. However, in view of the nature of the post, flexibility in attendance in excess of the norm may be required from time to time. The rate of remuneration for this secondment covers any extra attendance liabilities that may arise.

Annual Leave

The annual leave allowance is 30 working days, with the leave year commencing on 1st of April each year. This leave is on the basis of a five-day week and is exclusive of the usual public holidays. Public holidays shall be given in accordance with the Organisation of Working Time Act, 1997.

Sick Leave:

The sick leave regulations are those applicable to a teacher in line with Circular 0054/2019

Application & Selection Process

The application form for the position can be obtained by emailing Yvonne Fitzgibbon: yfitzgibbon@dwec.ie

For queries about the position, please email Yvonne Fitzgibbon: yfitzgibbon@dwec.ie

The admission of a person to a competition, or invitation to attend interview, is not to be taken as implying that TUSLA is satisfied that such a person fulfils the requirements or is not disqualified by law from holding the position. Candidates may be requested to attend a remote interview.

Closing Date

A signed copy of the completed application form must be received by email no later than **12 noon on Friday 24th May 2024.**

Late applications will not be accepted.

Selection Procedure

A selection committee will be established to carry out all aspects of the selection process. Candidates should note that short-listing may apply. Health, sick leave and general work record must be satisfactory.

The selection process may include:

- shortlisting of candidates on the basis of the information contained in their application to reduce the list of candidates to a more manageable number for interview;
- a preliminary interview which may include a presentation by the candidate;
- a competitive interview which may also include a presentation by the candidate.

Candidates must be available on the date(s) specified by TUSLA and ensure that the contact details specified on the application form are correct. TUSLA will not be responsible for refunding any expenses incurred by candidates. Successful candidates will be expected to take up duty on 1st September 2024.

Any offer of appointment will only be made where it is considered that suitable candidates for the post(s) exist. A ranked panel of suitable candidates may be formed.

Shortlisting

In the event of a shortlisting exercise being employed the selection committee will examine the application forms and assess them against pre-determined criteria based on the requirements of the position. It is therefore in your own interest to provide a detailed and accurate account of your qualifications and relevant experience on the application form.

Candidate withdrawal

Where a candidate decides to withdraw his/her application s/he should notify TUSLA in writing, as soon as possible. In any event, a candidate will be deemed to have withdrawn if s/he does not attend for interview when and where required by TUSLA, or who do not, when requested, furnish such evidence, as TUSLA require in regard to any matter relevant to their candidature, will have no further claim to consideration.

Confidentiality of Applications

Subject to the provisions of the Freedom on Information Acts, 2014, applications will be treated in strict confidence.

Candidates' Obligations

Candidates should note that canvassing will disqualify and will result in their exclusion from the process.

Candidates must not:

- knowingly or recklessly provide false information
- canvass any person with or without inducements
- personate a candidate at any stage of the process
- interfere with or compromise the process in any way

Any person who contravenes the above provisions or who assists another person in contravening the above provisions is guilty of an offence. A person who is found guilty of an offence is liable to a fine/or imprisonment.

In addition, where a person found guilty of an offence was or is a candidate at a recruitment process, then:

- where he/she has not been appointed to a post, he/she will be disqualified as a candidate; and
- where he/she has been appointed subsequently to the recruitment process in question, he/she shall forfeit that appointment.