

**North East Inner City: City Connects Coordinator
Tusla Education Support Service
The Child and Family Agency
Job Specification & Terms and Conditions**

Job Title	North East Inner City: City Connects Coordinator – Post-Primary (Seconded Teacher Opportunities)
Purpose of the Post	<p>The Department of Education (DE) and the Department of Children, Equality, Disability, Integration and Youth (DCEDIY), in conjunction with Tusla Education Support Service (TESS), Boston College (BC), Mary Immaculate College (MIC) and the NEIC Programme Implementation Board initiated a City Connects pilot programme in 10 primary schools in Dublin's North East Inner City (NEIC) in September 2020. Initial funding to support the project was provided by the NEIC Initiative Programme Implementation Board (www.neic.ie). City Connects in the 10 NEIC primary schools is now funded by the Department of Education and the DE has secured Dormant Accounts funding to extend City Connects to 6 Post-Primary schools in the NEIC in 2025.</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 over 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. The <i>City Connects</i> programme is a school-based collaboration among schools, services and community agencies, which matches every student with the right services at the right time.</p> <p>In 2024, the National Centre for City Connects Ireland (NCCCI) which is funded by the Department of Education, was established in Mary Immaculate College. MIC has worked closely with Boston College to adapt City Connects and tailor it to the Irish education system.</p>

Details of Post	<p>The City Connects Coordinator (CCC) will:</p> <ul style="list-style-type: none"> • Work in assigned DEIS post-primary school/s across the NEIC participating in the NEIC City Connects post-primary pilot programme. Each NEIC CCC will work across a cluster of schools (comprising 1-2 schools) • Attend training as required • Undertake Whole Grade Reviews with respective class teachers • Undertake Individual Student Reviews with the respective class teachers, HSCL Coordinators, school psychologist, if applicable, and all other relevant community partners and service providers involved with the particular student
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	<ul style="list-style-type: none"> • Conduct annual Student Interest Surveys with all students • Connect students to a range of prevention, early intervention, and intensive services and programmes that address the academic, social, emotional, health, wellbeing and family development of each student. • Collaborate with the other CCCs, school staff and relevant stakeholders in the planning and implementation of the NEIC City Connects pilot programme. • Work with Student Support/Care Teams in the school/s to which s/he is assigned to identify and respond to the strengths and personal developmental needs of every child in the school. • Work in collaboration with the psychologist, if applicable, in the school/s to which s/he is assigned in relation to individual students • Collaborate with all school staff to implement an integrated student support approach. • Develop and enhance partnerships with varied community, voluntary and statutory service providers to meet the identified needs of students, families, and the school/s. • Promote the City Connects model of student support to the school community, families, education and services. • Collaborate with Home School Community Liaison Co-ordinators to engage families and caregivers in building on their understanding of the factors impacting on their children and the ways in which academic outcomes are enhanced by serving the social/emotional and personal development needs of the child. • Arrange for follow up with programme and service providers in relation to referrals and offer feedback to teachers, principals, families, and others where necessary. • Collect data on the implementation of the model and the delivery of services and input data on the MyConnects data system • Engage with the local HSCL Cluster in order to ensure alignment between the work of the CCC and HSCL staff members in the NEIC area and to build on the positive work of HSCLs around parental engagement and access support in this regard. • Develop and sustain effective working relationships with School Completion Personnel (SCP), Educational Welfare Officers (EWO), school staff and frontline personnel of various organisations and services, to enable the effective delivery of services to children and families. • Develop and sustain effective working relationships with National Educational Psychologist (NEPS) staff to provide services to children and families.
	<ul style="list-style-type: none"> • Actively engage in all aspects of the pilot as it develops, including the monitoring and evaluation of the programme over the duration of the pilot. • Work collaboratively with students, families, principals and teachers. • Participate in specific training and development programmes which are prescribed by the City Connects model • Participate in working groups to contribute to the overall development, implementation and evaluation of the pilot programme
Reporting Relationship	<p>The City Connects Coordinator (CCC) will carry out his/her duties in accordance with relevant policies and under the direction of the Programme Manager, who will be the practice manager located in TESS providing line management to the Coordinators</p>

	<p>regarding the overall programme. The Programme Manager will act as practice manager and line management will be to TESS.</p> <p>It is acknowledged that the role is mainly school based and therefore the co-ordinator will follow the direction of the school principal in relation to policies and procedures of the relevant school when working on a school premises. The CCC will work collaboratively with the Implementation, Practice and Training team, including the NCCCI (BC and MIC).</p>
Terms and Conditions	<p>While the City Connects Coordinator (CCC) will retain their teacher's terms and conditions, in line with Circular 0007/2023, they will work outside the context of their base school, with a wider education and community focus on NEIC City Connects issues, as part of the NEIC City Connects post-primary pilot programme.</p> <p>Cognisant of the critical role of the Principal and Deputy Principal in the overall management of a school;</p> <ol style="list-style-type: none"> a Principal shall not undertake the duties of a City Connects Coordinator and is not eligible to apply for the CCC post. a Deputy Principal may undertake the duties of a City Connects Coordinator provided s/he temporarily relinquishes his/her post of responsibility allowance and an acting post holder may be appointed <p>The successful applicant will work standard school hours and days in line with DE Circular 11/1995.</p> <p>The secondment to TUSLA is for one year (school year), subject to review in accordance with DE Circular 0029/2018.</p> <p>No additional secondment or other allowances are attached to these posts.</p>
Principle Duties and Responsibilities	<p>The City Connects Coordinator (CCC) will:</p> <ul style="list-style-type: none"> Engage with the school Principals to implement the City Connects approach in schools The CCC will meet with the relevant teacher/s to discuss and document the strengths and needs of every student across four developmental domains, namely academic, social-emotional behavioural, health, and family Identify specific school and/or community services that match each student's strengths and needs and connect students and families to these services and programmes. Document strengths, needs and services in a City Connects Student Profile and Plan for each student and continuously monitor the effectiveness of interventions that have been put in place. Develop and maintain enhanced community partnerships with varied community service providers to meet identified needs of students, families and the school. Facilitate and nurture partnerships with teachers, parents, pupils and community agencies in implementing individual student support plans.

- Develop strong links and work with HSCL Coordinators, in order to build on their existing positive relationships with parents, school communities and local services through individual meetings and attendance at cluster meetings.
- Collaborate with relevant SCP Personnel with regard to target students and programme initiatives.
- Engage with Educational Welfare Officer(s) with regard to student attendance.
- Link with Health, Educational and Family Support Services in order to access appropriate student services.
- Liaise with voluntary and statutory agencies in the community and participate in Meitheal (the practice model for Tusla Prevention, Partnership and Family Support (PPFS)), where appropriate.
- Engage in school related issues at community level, which impinge on learning and seek to address these issues, by working collaboratively with parents, students, voluntary and statutory agencies.

The CCC will support, feed into and implement appropriate aspects of the school DEIS plan; support and participate in the review and setting of DEIS targets and the implementation, monitoring and evaluating of these DEIS targets as outlined in the DEIS plan.

The above Job Description is not intended to be a comprehensive list of all the duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him / her by TESS from time to time and to contribute to the development of the post while in office.

Eligibility Criteria

The appointment will be on a secondment basis from 1st September 2025 to 31st August 2026. Applicants must meet the secondment terms as set out in Circular 0029/2018.

Applicants for the position must:

1. have a minimum of **three years** teaching service recognised by the Department/ETB for incremental credit purposes
2. be registered with the Teaching Council as a post-primary school teacher under the appropriate route
3. have satisfied all conditions of that registration as per Section 31 of the Teaching Council Act 2011.

All permanent, fixed-term, full-time, part-time and job sharing fully registered post-primary school teachers including teachers on Career Break, are eligible to apply for the post regardless of employment status. The Protection of Employees (Fixed-Term Work) Act 2003 and the Protection of Employees (Part-Time Work) Act 2001 refers

It is desirable for candidates to have minimum 2-years experience in a DEIS school.

Health

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

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

Character

Each candidate for and any person holding the office must be of good character.

Age

Age restrictions shall only apply to a candidate where he/she is not classified as a new entrant within the meaning of the Public Services Superannuation Act, 2004). A candidate who is not classified as a new entrant must be under 65 years of age.

Post Specific Requirements	<p>Demonstrate a clear understanding of educational disadvantage and the physical, emotional, cognitive and social developmental needs of students, in order to connect these students to a range of appropriate prevention, early intervention and intensive services programs. Experience as a Home School Community Liaison Coordinator working in a DEIS school or experience as a Coordinator in an educational inclusion programme would be beneficial.</p>
Skills, competencies and knowledge	<p>The successful candidate will demonstrate sufficient educational and professional knowledge to carry out the duties and responsibilities of the role including:</p> <ul style="list-style-type: none"> • Decision Making and Judgement - Makes decisions and/or consults where appropriate. • Leadership - Provides immediate leadership by modelling good practice in working towards organisational objectives. • Planning and creating the service for the future - Provides input to DEIS plans and develops work plans that will ensure that objectives of the NEIC City Connects pilot programme are achieved. • Job Expertise - Continually works on developing areas of functional expertise. • Personal effectiveness and Initiative - Commits to high levels of personal effectiveness. • Complying with all relevant legislation, protocols, policies and procedures - Adheres to all Tusla/ DE and school governance standards pertinent to their role. • Delivering a high-quality service - Maintains the quality of own work. • Interpersonal and communication skills - Encourages others to maintain positive attitudes • Team working and collaborating - works with others in an ethos of teamwork. • Networking and Influencing- Seeks to develop relationships with other organisations that can assist a successful rollout of the NEIC City Connects post-primary pilot programme. • Person Focused –Focussed on excellent service delivery to students and families. • Record Keeping – Maintains records to a high standard and is familiar with maintaining student files. • Ability to use evidence for decision making • Intercultural competence

Application	<p>For queries about this position, please email Veronica Lascu at veronica.lascu@tusla.ie</p> <p>Applications in the form of a C.V. and a cover letter outlining suitability for the post, highlighting relevant experience should be emailed to Veronica Lascu at veronica.lascu@tusla.ie . Closing date for receipt of applications is no later than Wednesday March 12th 2025 at 5pm. Late applications will not be accepted.</p> <p>A shortlisting process may apply.</p> <p>Candidates who are successful at interview will be placed on a panel.</p> <p>Interviews will be held in Dublin City Centre on April 1st, 2nd and 4th 2025.</p>
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