



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



DUBLIN
NORTH EAST
INNER CITY



BOSTON
COLLEGE



MIC
MARY IMMACULATE COLLEGE
COLÁISTE MHIURE GAN SMÁL

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

Job Title	NEIC Programme Manager (One Seconded Teacher Opportunity)
Purpose of the Post	<p>The Department of Education and Skills and the Department of Children and Youth Affairs, in conjunction with Tusla Education Support Service (TESS), is initiating a City Connects pilot programme in Dublin North East Inner City (NEIC) in September 2020. Funding to support the project has been provided by the North-East Inner-City Initiative Programme Implementation Board (www.neic.ie)</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 100 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>It is proposed to adapt the City Connects system in 10 primary schools in the NEIC (<i>NEIC Connects</i>). The <i>NEIC Connects</i> pilot programme is a school-based collaboration among schools, TESS, community agencies, Boston College, and Mary Immaculate College, Limerick to be implemented in 10 primary schools in Dublin’s NEIC.</p>

	<p>TESS City Connects Programme Manager (Seconded)</p> <p>Applications are now sought for the full-time post of a TESS 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 of 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, serving in a recognised school with the relevant primary/post-primary teaching qualification, and are registered with the Teaching Council under the appropriate route. The appointment will be on a category 2 secondment basis from 1st September 2020 to 31st August 2021 with potential to extend to a maximum of five years subject to funding. 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. S/he 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 successful candidate will be a key member of the TESS senior management team and will be expected to contribute to the achievements of Department of Education and TESS's goals and to policy development.

The appointed manager will work collaboratively with the implementation team, including relevant education personnel, Boston College, Mary Immaculate College, the ten participating DEIS primary school principals and community/statutory service partners

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 3 NEIC Connects Coordinators (NCC) who are conducting the work of City Connects with the ten DEIS NEIC primary schools, students and their families.
- Collaborate in recruiting NCC as needed.
- Monitor the implementation of City Connects across the 10 designated DEIS primary schools to ensure fidelity to the model.
- Plan and assist in delivering professional development for NCC with the coaching and guidance of Mary Immaculate College and Boston College.
- Work with Principals and other school leaders to support NCC 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 to TESS (line management).
- Work closely with TESS management, principals in the participating schools, DES and DCYA and the MIC-BC team.
- Communicate with 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 NCC 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 (DES), Department of Children and Youth Affairs (DCYA) and NEIC City Connects objectives the post-holder will work as a key member of TESS Senior Management Team on relevant tasks. This may include engagement in specific elements of service provision such as Home Education, 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 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 5 years' experience of working in DEIS school
- Demonstrate a clear understanding of socio-economic disadvantage and its impacts on educational disadvantage:
- 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 5 years teaching experience in a DEIS school
- Be registered with the Teaching Council under the appropriate route
- 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
- An understanding of the background and challenges facing families of children attending DEIS schools
- Familiarity with programmes and policies to address social inclusion within educational policy
- 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

- Adaptability to fill a dynamic and exciting role within education
- Ability to use evidence for decision making
- Understanding of the systemic barriers to student success
- Experience of working in multi-disciplinary teams

General Conditions

Applications are invited from fully qualified primary or post-primary teachers, serving in a recognised school with the relevant primary/post-primary, 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 2020 to 31st August 2021, 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 & Skills 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' common basic salary scale in line with DES Circular 41/2019 plus a Category 2 allowance.

Designated Place of Work:

Applications are sought for a TESS 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 Dublin City. The position will entail travel within the relevant area and attendance at national meetings in Tusla Head Office or regionally. 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 annemarie.mcgovern@tusla.ie

For queries about the position, please email annemarie.mcgovern@tusla.ie

NB: Completed applications should be emailed to linda.Nolan7@tusla.ie and TUSLA also requires that three copies of the original signed application form are also submitted to:

Director: TUSLA Educational Support Service
TUSLA- The Child and Family Agency
Brunel Building
HSQ
Dublin 8

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

The three copies of the original signed completed application form and the email copy must be received no later than **12 noon on Friday 31st July 2020.**
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 2020.

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.