

ADVERT ID 135093

## General

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### Loreto College

Crumlin Road Dublin 12 Dublin 12 D12E196  
<https://www.loretocrumlin.ie>

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#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Other Education  
**Date Posted:** Fri May 29 2020 11:58:33  
**Application Closing Date:** Mon Jun 15 2020  
**Commencement Date:** Mon Aug 10 2020  
**Status of Post:** Permanent  
**Number of Vacancies:** 1

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#### SCHOOL DETAILS

**School Type:** Voluntary Secondary School  
**School Structure:** Girls  
**Current Enrolment:** 403

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#### POST DETAILS

**Title:** School Completion Coordinator  
**Description:** School Completion Programme (SCP) Crumlin Drimnagh Harold's Cross

Job Title: SCP Co-ordinator for Crumlin Drimnagh Harold's Cross

Location: Dublin

Type of Contract: Permanent

No of hours: 37 hours per week

Annual Leave: 25 days (minimum)

Payscale: Youth Reach Co-ordinator pay scale. Salary will be in line with qualifications and experience.

School Completion Programme (SCP) Crumlin Drimnagh Harolds Cross (CDHC)

The School Completion Programme is a programme to support students who are at risk of early school leaving and students of school going age who are not currently attending school. The role of the Co-ordinator will be to work with a selected group of children and young people to improve attendance, participation and retention. The SCP is one of three strands of the Tusla Education Support Services (TESS). Children and young people are referred to SCP through the Intake Framework.

Improved attendance, participation and retention in school are the desired outcomes of SCP. The aim of the programme is to retain young people to completion of the Leaving Certificate or equivalent qualification or suitable level of educational attainment which enables them to transition into further education, training or employment.

There are 8 schools in the CDHC programme, one infant school, five primary schools and two

secondary schools. The Co-ordinator will work as part of a team liaising with school principals, Home School Liaison teachers and other staff as appropriate. The focus of the programme is to provide support for participants in school, after school and during holiday time. The Co-ordinator will design, organise, implement, monitor and evaluate support programmes for children and young people, collaborating with projects and agencies at local, regional and national level as necessary.

#### Governance and Oversight

- The School Completion Co-ordinator reports to the Local Management Committee (LMC).
- The Co-ordinator is the line manager for Project Workers, sessional workers and other staff who are paid from SCP funds.

#### School Completion Co-ordinator Job Description

The role of the School Completion Co-ordinator is to develop and implement a dynamic and integrated plan for selected students from 4-18 in the Crumlin Drimnagh Harold's Cross cluster. In collaboration with individual schools, students who are at risk of early school leaving or who are not engaging with school, will be identified. They will be supported through initiatives which respond to their particular needs and enhance their opportunities to engage more fully in education. In collaboration with relevant school personnel and teams, the co-ordinator identifies evidence based projects and designs interventions which impact positively on the young people involved. Ongoing evaluation and review of interventions is part of the role.

The duties of the co-ordinator must include the following though the list is not exhaustive:

- Preparation and submission to Tusla of the annual Retention Plan
- Preparation and submission of financial reports to the Local Management Team at each meeting.
- Preparation and submission of financial Quarterly returns to Tusla. The Co-ordinator will be responsible for the management of all SCP finances and maintaining proper records of same. Competence in payroll administration and submissions to ROS form part of the duties.
- Presentation of progress report to the Local Management Team at each meeting.
- The keeping of accurate records
- Weekly meetings with project and sessional workers to support and oversee programmes and initiatives
- Regular meetings with school teams and relevant personnel.
- Completion of training/CPD as required by Tusla and/or to ensure compliance with legislation
- Maintenance, sharing and storage of records in accordance with all relevant data protection guidelines and legislation
- Attend and work the days and hours at the schools or other centres as directed by the Local Management Committee. Flexibility in terms of evening and weekend work will be required from time to time.
- Day to day running of the School Completion Programme and the administration associated with the Programme.

#### Qualifications and Skills Required

- Level 8 qualification at minimum in the areas of education/teaching; youth/community work; science/social care or other relevant area of expertise
- Excellent IT skills
- Excellent communication, organisational, networking skills and the ability to produce clear financial and written reports
- Full driving licence and access to a car

#### APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- Copy of Certificates, Diplomas, Degrees
- CV (Unbound/Slide Binder)

#### Applications may be submitted by

- Email

**APPLY TO THIS JOB VACANCY**

**Roll Number:** 60800V  
**Apply To:** cdhxscp@gmail.com  
**County:** Dublin  
**Postal District:** Dublin 12  
**Enquiries To:** cdhxscp@gmail.com  
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**Website:** <https://www.loretocrumlin.ie>

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