

ADVERT ID 175953

General

School Completion Programme

Stanhope Street Primary School Manor Street Stonybatter

MAIN DETAILS

Status: Deactivated
Level: Other Education
Date Posted: Fri Jul 15 2022 12:36:45
Application Closing Date: Mon Aug 15 2022
Commencement Date: Fri Sep 2 2022
Status of Post: Part-Time
Number of Vacancies: 1

POST DETAILS

Title: Teacher Facilitator for Doodle Den Children's Literacy Programme
Description: Children's Literacy Programme

The Dublin 7 School Completion Programme: Doodle Den Facilitator Posts- Part-time

Primary or Montessori Teacher Part-time

The Dublin 7 School Completion Programme is seeking to recruit a Primary School Teachers or Montessori Teacher to fill a part time (7 hours per week) position for an exciting literacy programme for Senior Infants in the Dublin 7 area. Doodle Den is an after-school programme that aims to improve children's overall literacy skills. The programme is run on Tuesdays, Wednesdays and Thursdays for 1.5 hours between the hours of 1.15pm and 3.30 pm.
 Job Description

Position: Facilitator for Doodle Den
 Responsible to: Doodle Den Coordinator
 Hourly Rate: 32.26 euro per hour
 Job Purpose: Facilitator Part-time

To facilitate Doodle Den 3 afternoons per week for Senior Infant children in a manner that is responsive to the needs of children and families, following the Doodle Den Manual.

Duties and responsibilities of Doodle Den facilitators

Child Contact:

Co-facilitating sessions of the literacy programme and ensuring fidelity of service delivery to the Doodle Den Manual

Organising the learning environment and materials as per the manual

Ensuring the provision of one healthy snack daily

To follow up non-attendance of participants and identify any supports required for participants to attend

Working with children according to best practice in a child-centered way

Being vigilant in monitoring and responding to incidents of non-accidental injury, suspected child abuse, or developmental delay in line with Children First, the National Child Protection Guidelines

Liaising with, and making referrals to, other agencies and groups

Attending supervision and team meetings

Family Contact:

Planning and implementing family sessions.

Co-facilitating the parent component of the programme, which is comprised of at least six sessions with a maximum of 12 sessions over the programme year to facilitate all parents to attend.

Contacting parents and engaging with parents in order to achieve the aims of the service,

including follow-up with non-attendees.

Professional responsibilities:

Actively participating in communities of Practice for Doodle Den

Complete weekly planning and reflective tools

Complete appropriate records re: attendance, referrals, assessment etc.

Adhere to finance procedures

Any other duties as requested.

Part-time: The post is for a sessional position, 7 hours per week, an additional 21.5 hours per year to facilitate parent and family sessions and attendance at communities of practice meetings will also be required.

This job description will be reviewed and may be amended according to the needs of the programme.

Teacher Facilitator

Qualifications:

Primary School or Montessori Teaching Qualification

Experience:

A minimum of three years' experience of working with children and families in education.

Experience in teaching senior infant classes preferred.

Experience of establishing contacts and networking with other agencies and groups.

Ability to keep records and appropriate documentation.

Ability to communicate clearly and work closely with an interdisciplinary team.

An interest in literacy as demonstrated by being a member of literacy organisation or by having attended training/course outside of in-service training related to literacy is also preferred.

The Closing Date for applications is Monday, 15th August. Short listing may apply. Interviews will take place the following week. Short listed candidates will be contacted for interview. Interviews will take place between 18th and 26th August. The successful candidate(s) will be appointed subject to Garda vetting and reference checks. Appointees must be available for training on 3rd September in CDI Tallaght.

For more information on the Doodle Den programme, please see:

<https://www.cdi.ie/>

Application form and cover letter should be sent by email only to the Co-ordinator:

dublin7doodleden@gmail.com

APPLICATION REQUIREMENTS

- Letter of Application
- Copy of Certificates, Diplomas, Degrees
- Application Form

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Apply To: The Coordinator, via email only:
dublin7doodleden@gmail.com

County: Dublin

Postal District: Dublin 7

Enquiries To: dublin7doodleden@gmail.com
0867037979

Application Form: [Facilitator Application Form \(2\).pdf](#)

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