



cmetb
Bord Oideachais agus Oiliúna
an Chabháin agus Mhuineacháin
Cavan and Monaghan
Education and Training Board



**Seirbhís Tacaíochta
Oideachais Tusla**
Tusla Education Support Service

Cavan and Monaghan Education and Training Board (CMETB) on behalf of Cavan School Completion Programme Local Management Committee, invites application for the following Post:

Part-time Project Worker, Cavan School Completion Programme

JOB TITLE:	Part-time Project Worker
REPORTING	Cavan School Completion Co-Ordinator & Local Management Committee
NATURE OF POSITION	1-year Fixed Term Contract
HOURS OF WORK	15 hours per week
PLACE OF WORK	The work outlined will be carried out in schools within the Cavan SCP cluster.
SALARY SCALE	Pro-rata down to reflect hours of work (15 per week) – €35,395 €37,819 €38,463 €41,697 €44,936 €48,178 €51,434 €53,056 This post is not a public service pensionable post.
ANNUAL LEAVE	26 days per annum
OTHER CONDITIONS	Offers of employment are subject to Garda Vetting, reference checks and pre-employment health assessment.

Cavan School Completion Programme is a project funded under the School Completion Programme (SCP) which works with children and young people in 5 Primary Schools (St Clare's Primary School, Cavan; St Felim's Primary School, Cavan; Gaelscoil Bhréifne, Cavan; St Michaels Primary School, Cootehill; St. Clare's Primary School, Ballyjamesduff; and St. Anne's Primary School, Bailieborough) and 2 Post-Primary schools (Breifne College, Cavan and St Mogue's College, Bawnboy, Co Cavan). We work with students, the school, the family and the community to encourage students to reach their full potential and prevent early school leaving in the educational system.

The desired impact of SCP is the retention of a young person to completion of the Leaving Certificate, equivalent qualification or suitable level of educational attainment which enables them to transition into further education, training or employment.

The three core objectives of the School Completion Programme are:

- Improved Attendance
- Improved Retention
- Improved Participation

THE POSITION:

The Project Worker will work as part of a team within Cavan SCP, providing support for students in school, after school and during holiday time and in the out of school setting.

CORE DUTIES:

Flexibility is a key requirement for any candidate given the nature of the work in SCP.

Under the guidance and supervision of the SCP Co-ordinator, duties will include, but are not limited to,

- Engaging the target group and enabling those young people to develop knowledge, skills, attitudes and behaviours particularly in the areas of social and emotional literacy, personal effectiveness, school readiness and educational achievement to enable them to effectively participate in the school environment.
- Designing, organising, implementing, monitoring and evaluating education and welfare support programmes with targeted groups of young people in school, after school, during school holidays and with those not in full-time education, both in, the 'in school' and 'out of school'/community setting.
- Advocating on behalf of targeted participants as appropriate.
- Building positive trusting relationships with students and their families
- Enabling and empowering young people to fully participate in their own formal education and other learning and development activities within the school environment.
- Working collaboratively with the other Education and Welfare Services, Home School Community Liaison (HSCL) and Education and Welfare Officers, the School Care Team, Principal(s) and other professionals to identify the young people to be targeted for the Project and to plan coordinated intervention for those young people across appropriate services which compliment SCP interventions.
- Operating efficient office procedures and administration systems e.g. maintaining records of all your work, managing files in relation to the young people you are working with and ensuring all reporting requirements are met and on time.
- Planning your own work schedule and setting work targets in consultation with the SCP Coordinator.
- Attend meetings, networking events Inservice, supervision and training as required by the Co-Ordinator, the LMC and TESS
- Reporting regularly to the programme Co-ordinator, the SCP Local Management Committee, TUSLA/TESS as required.
- Keeping up to date with local, regional and national developments in the education and welfare sector, in relation to both policy and practice.
- Undertaking any other work relevant to the development of the programme as may arise.

PROFESSIONAL QUALIFICATIONS AND EXPERIENCE

- Third-Level qualification in youth/community work, education, psychology, social science/social care or related discipline.
- A minimum of 2 years relevant work experience is desirable.
- Understanding of causal factors associated with early school leaving and working from a trauma informed approach.
- Experience of working with children and young people on a one-to-one basis and in groups is essential.
- Experience of facilitating evidence-based programmes for children and young people is desirable.
- Knowledge of the needs of children and families, with a particular emphasis on children living in disadvantage, is desirable.
- A full driving licence and use of car.

PERSON SPECIFICATION

- Excellent interpersonal skills, including ability to liaise with a wide range of contacts and build and maintain effective working relationships.
- Ability to be proactive, use own initiative and work effectively within a pressurised environment.
- Ability to work on own initiative.
- Strong communicator and team player.
- Positive and flexible approach to team working.
- Good written communications skills, including ability to draft summary information and correspondence.
- Good computer skills, including Word processing, MS Access, Excel, Internet and PowerPoint.

COMPETENCES

The person appointed to the above post will be required to show evidence of the following competences:

SPECIALIST KNOWLEDGE, EXPERTISE AND SELF DEVELOPMENT

- Commitment to the delivery of quality services to children and families
- Ability to build and maintain effective working relationships with vulnerable children and young people in our schools, as well as within the organisation, within our schools and externally.
- Excellent communication, planning, organisational, networking and report writing skills.
- Excellent teamwork skills and ability to work on own initiative but seek guidance as appropriate.
- Ability to think creatively and innovatively.
- A clear understanding of the role, objectives and targets of self and team
- Positive, solution focused approach

INTERPERSONAL AND COMMUNICATION SKILLS

- Builds and maintains contact with colleagues and other stakeholders to assist in performing role.
- Is able to listen effectively and develop a two-way dialogue quickly.
- Works to establish mutual understanding to allow for collaborative working.
- Treats others with diplomacy, tact, courtesy and respect, even in challenging circumstances.
- Presents information clearly, concisely and confidently when speaking and in writing.
- Prepare reports in a timely fashion.

ANALYSIS AND DECISION MAKING

- Gathers and analyses information from relevant sources, whether financial, numerical or otherwise, weighing up a range of critical factors.
- Takes account of any broader issues and related implications when making decisions
- Uses previous knowledge and experience in order to guide decisions.
- Makes sound decisions with a well-reasoned rationale and stands by these.

MANAGEMENT AND DELIVERY OF RESULTS

- Takes responsibility and is accountable for the delivery of agreed objectives.
- Successfully engages in a range of different projects and work activities at the same time.
- Structures and organises their own and others work effectively.
- Is logical and pragmatic in approach, delivering the best possible results with the resources available.
- Works collaboratively with others, providing clear information and evidence as to what is required.
- Proactively identifies areas for improvement and develops practical suggestions for their implementation.
- Demonstrates enthusiasm for new developments/changing work practices and strives to implement these changes effectively.
- Applies appropriate systems/processes to enable quality checking of all activities and outputs.
- Practices and promotes a strong focus on delivering high quality programmes and outcomes for young people.

****References may be checked prior to interview.***

SHORTLISTING

Shortlisting will take place on the basis of the information provided in the application form. It is therefore in the applicant's own interest to provide a detailed and accurate account of all qualifications / experience to date, in the application form.

THE SELECTION PROCESS MAY INCLUDE:

- Shortlisting of candidates on the basis, of the information contained in their application.
- Qualifying preliminary interview.
- A presentation.

THE SELECTION PROCESS WILL INCLUDE:

- A competitive interview.
- Reference checking.
- Completion of a satisfactory pre-employment medical assessment.

No late applications accepted and, no CVs accepted.

ADDITIONAL INFORMATION	
CLOSING TIME/DATE	12-noon deadline, please see website www.etbjobs.ie for closing date
INTERVIEWS WILL TAKE PLACE SHORTLY AFTER THE CLOSING DATE PLEASE REGULARLY CHECK YOUR EMAIL FOR UPDATE, <u>INCLUDING SPAM FOLDERS.</u>	

***Cavan School Completion Programme Local Management Committee
is an equal opportunities employer.***