



## Kerry South School Completion Programme: Project Worker

### JOB Description

The School Completion Programme (SCP) is a Tusla funded programme that aims to have a significant positive impact on levels of children and young peoples' attendance, engagement and retention in primary and second level schools and on numbers of students who successfully complete the senior school cycle, or equivalent.

The role of the Project Worker will be to work with individuals and groups of children and young people to help them to get the best from their education. This service is generally a school-based programme that operates at both primary and post primary level. The core principles of School Completion Programme are to improve Attendance, Participation and Retention. As part of the SCP team the Project Worker will offer support in-school, after-school, out-of-school and through holiday provision.

**Location:** The work outlined will be carried out at the various schools and venues within Kerry South School Completion Programme school cluster catchment area. Initial appointment will be Killarney and Tralee urban areas.

- Probationary period will apply

### Special Conditions:

- Minimum Level 7 Qualification in one of the following: education/teaching, youth/community work, social care/science, Occupational Therapy or a related discipline.
- Minimum of two years post graduate paid work in provision of services for children/young people at risk.
- A thorough knowledge of the Irish education system and the factors associated with early school leaving.
- Experience of working with children and young people in a mentoring capacity; one to one, and in group settings.
- Excellent communication planning, organisational, networking and report writing skills.
- Fluency in English, both written and verbal.
- Be ICT proficient.
- A full, clean driving license and own transport essential.

Under the supervision of the SCP Co-ordinator, the Project Workers' duties and key areas of responsibilities will include:

### Work with Children & Young People:

- Develop personalised programmes for targeted children and young people who are experiencing ongoing difficulties affecting their attendance, participation and retention in school.
- Using evidence based/informed programmes, work on a one to one or small group basis with pupils who have been referred for a suite of social, emotional, behavioural and academic mentoring supports under the programmes referral process.
- Identify the needs of referred students and develop appropriate interventions.

- Design, implement and evaluate structured individual, small group or whole class interventions/sessions to support targeted children and young people.
- Support children and young people's positive engagement in education.
- Demonstrates knowledge of child protection policy and practice.

### **Plan & Report**

- Report to and work under the direction of the School Completion Programme Local Management Committee and the Co-ordinator in relation to the implementation of the Programmes Retention Plan 2019 – 2020.
- To further the aims of Kerry South SCP by participating in the development/delivery of child centred educational and personal development programmes which stimulate the interest and participation of children and young people between the ages of 4 and 18+ years with a view to tackling early school leaving.
- Assist in the organisation, and participate in the provision, of; in-school, out of school, after-school and holiday time supports for targeted children and young people.
- Assist with evaluations, reviews and future planning of the programme.
- Comply with Tusla Guidelines in relation to electronic recording and report writing, planning, monitoring and record keeping of work undertaken.
- Plan and deliver educational/developmental/recreational programmes to individuals and groups.
- Ensure records are kept and maintained in an effective and professional manner adhering to guidelines and legislation.
- Actively engage in the planning, delivery and evaluation of all special events and activities.
- Prepare for and attend individual supervision on a regular basis.

### **Networking & Communication**

- Ability to communicate in a fluent, logical and appropriate way to children and young people across the target group age range.
- Undertake all training and attend all meetings, considered appropriate by the Project Co-ordinator.
- Provide the SCP Co-ordinator with regular progress reports which will be reported to the Local Management Committee.
- Foster positive professional links between students, parents and school in partnership with statutory and voluntary services to ensure maximum benefit to the targeted students.
- Ensure communication and integration with relevant school staff and agencies to ensure the maintenance of strong working links.
- Attend and work the days and hours at the schools or centres as the Local Management Committee direct which may include evening work and may include weekend work from time to time and which will be subject to review. A degree of flexibility is required.
- Perform other duties appropriate to the post as may be assigned by the SCP Coordinator in conjunction with the Local Management Committee.
- Positively promote the work of Kerry South SCP.

### **Personal attributes**

- Possess excellent time-management and organisational skills.
- Have excellent integrity and demonstrate good moral, character and initiative.
- Commit to the delivery of quality services to children and young people.
- Ability to work under pressure, make decisions in consultation with the Co-ordinator and colleagues in the team.
- Ability to critically reflect and understand the importance of critical reflection.

- Work as a team member while also having the ability to work on your own initiative.

This job description is regarded as a guide to the general duties and responsibilities attached to the post of Project Worker. Therefore, it is neither definitive nor restrictive and will be subject to periodic review and revision at the discretion of the Local Management Committee.