

**Job Description & requirements**

Applications are invited from suitably qualified persons for the post of School Completion Programme Project Worker Ennis School Completion Programme (Ennis SCP) The position will be in the Ennis /+ Ennistymon area. A panel may also be established for additional posts that may arise during the academic year.

This is a fixed purpose contract. The appointment will commence on a date to be confirmed at the conclusion of the selection process and end the 10th of July 2026.

The School Completion Programme was set up by the Department of Education and Skills (DES) to support schools in delivering on its Delivering Equality of Opportunity in Schools(DEIS) Strategy. It is under the remit of TUSLA Education Support Service (TESS)

Its aim is to increase the numbers of young people staying in primary and second level education and in so doing, to improve the numbers of pupils who successfully complete the senior cycle, or its equivalent.

SCP work focuses on targeting and providing supports to young people identified to be most at risk of early school leaving and includes:

* Identifying children at risk of not reaching their potential in the educational system because of poor attendance and participation.
* Supporting students to stay in school through a series of initiatives such as breakfast clubs, homework clubs, afterschool supports and mentoring programmes.
* The School Completion Programme includes both targeted and universal interventions. The School Completion Programme aims to have a significant positive impact on levels of pupil retention in primary and second level schools and on the number of pupils who successfully complete the Senior Cycle. The role of the Project Worker is to assist in the development of programmes that support students at risk of early school leaving. This is done through working with the SCP team and school personnel in the provision of a variety of programmes and initiatives.

The successful candidate will be expected to work under the direction of the SCP Co-ordinator and the Local Management Committee (LMC) of Ennis SCP and to implement the programmes and interventions in the designated schools to support Attendance, Participation & Retention at school.

Examples of the type of interventions used include:

* Provision of in school supports, in the form of mentoring support, group work, individual work and universal provisions.
* Delivery of evidence based/informed and manualised programmes in the support of Children/Young people.
* Provision of before and after school supports in the form of Breakfast Clubs, Homework Clubs, After School Clubs etc.
* Provision of holiday time supports in the form of a Summer Programme, Easter/Mid-term activities etc.
* Providing support to out of school target students.
* Home visits where directed and permitted by the Co-ordinator.
* Developing ongoing contact with children in the target group.
* Providing ongoing direct support to target students.
* Liaise with the school student support team and school management
* Liaising with appropriate statutory and community services.
* Recording, to the standard required, the progress of groups and individuals in the Programme.
* Producing plans and reports on project activity.
* Attending weekly supervision meetings with the Co-ordinator and completion of weekly timetables, plans and progress reports as required.
* Providing a support role to project evaluators.
* Attendance at in-service and training as required by management and TUSLA.
* Working with staff in the designated schools in order to support targeted students.
* Carry out other appropriate tasks as the SCP management instructs.

The successful candidate will need to be flexible in terms of duties to be undertaken and the work timetable required to meet the demands of the programme.

Applicants should possess:

* Education to level 8 Degree standard in a relevant area e;g; social care/work, education, youth work etc.
* A proven record of working with young people
* The ability to work as part of a multi-disciplinary team.
* A working knowledge of computers, planning and report writing.
* An understanding of the Irish educational system and the School Completion Programme.
* An ability to plan, implement and evaluate educational, developmental and recreational programmes for individuals and groups of students in primary and post primary education.
* Excellent English communication, planning, organisational, networking and report writing skills.
* An ability to build a positive rapport with children and young people.

In addition, the following experience/skills are desirable:

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* Some experience in community development and/or facilitation.
* Some experience in the delivery of evidence based/informed and manualised programmes
* Experience working with students of all ages in primary or post primary.
* Some experience in facilitatingextra-curricular activities eg music, drama, cooking, sport etc
* Full Clean Drivers License is desirable

A full, clean driving license and own transport essential in order to carry out SCP duties at different locations.

The position is conditional on satisfactory Garda Vetting clearance.

**Salary:** In accordance with City of Dublin Youth Service Board New Entrants Salary Scale **Starting salary is point 1**

Application forms to be emailed to [linda.dinan@scp.ie](mailto:linda.dinan@scp.ie) no later than 5pm Friday the 29th of August 2025.