



Seirbhís Tacaíochta  
Oideachais Tusla

Tusla Education Support Service

## **Secondment Opportunity for Adult Guidance Counsellor to Tusla**

Tusla Education Support Service (TESS) is currently looking to second an Adult Guidance Counsellor from the ETB sector for each of the 6 Tusla regions (Appendix 1), from September 2023, to support young people in the care system, the aftercare service and the salient adults in their lives. This support will entail the development of higher/further education, training and/or employment plans, in order that this cohort young people can be facilitated in reaching their full potential. The target cohort of young people will be moving to Senior Cycle and beyond. This is a pilot initiative and will inform national policy.

### **Essential Qualifications**

- A Post Graduate Diploma in Careers Guidance or Guidance Counselling
- or
- A Masters of Education (Guidance)

### **Essential Criteria**

- Have a minimum of 2 years' experience of teaching, training within an Adult Education Guidance setting or similar target group setting
- Understanding of the systemic barriers to student success in this context- i.e. care in Ireland
- Have a thorough knowledge of the Irish education system and the differing contexts of schools, including familiarity with relevant policies
- Extensive knowledge of all stages of the Irish Education system are a requirement for this role
- Extensive knowledge/experience of Further Education, Apprenticeships and Training programmes
- Familiarity with programmes and policies to address social inclusion within educational policy
- Strong leadership, facilitation and problem-solving skills
- Excellent interpersonal and communication skills
- Proven IT, data and time management skills

### **Desirable Criteria**

- Experience of working in the area of Educational Disadvantage
- Commitment to continuous professional development
- Adaptability to fill a dynamic and exciting role within Tusla
- Experience of working in multi-disciplinary teams

- Demonstrate a strong history/track record of commitment to improving educational outcomes for children and young people
- Demonstrate a clear understanding of the care system and its impact on educational progression

### **Other requirements of the role**

Applicants will be required to:

- Demonstrate a clear understanding of the role of Adult Guidance Counsellor in this context
- Ability to use evidence for decision making to support and provide a high-quality service
- Have the ability to undertake a significant, innovative and challenging role
- Have the capacity to provide leadership and direction across relevant sectors to support the development of each adult/young person
- Have excellent interpersonal, facilitation, communication, time-management, organisational and presentation skills
- Capacity to liaise effectively and provide expert advice to Foster Parents, Key Residential Staff and Social Work Team Leaders
- The post holder will require access to appropriate transport as the post will involve travel

### **General Notes & Information**

The successful candidate will join the Tusla Education Support Service (TESS) team and will work in collaboration with Tusla Aftercare Service Managers, Social Work Team Leaders and Key Residential Care Staff to support young people/adults in reaching their full potential in educational and vocational training and/or employment.

### **Job Description Tusla CIC Guidance Counsellor**

The duties of the post are as follows:

- to provide guidance counselling and information services to individual young adults, Foster Carers and Tusla personnel, and provide referral services to other agencies as appropriate
- to provide support and advice in the field of guidance counselling to staff in Tusla Aftercare Services and Foster Carers
- to work in collaboration with ETB Adult Guidance Services
- to broker services with educational bodies and other institutions as emerging young person's needs are identified
- develop a joint information leaflet with Tusla and the ETB sector and investigate opportunities for further collaboration at national level
- develop awareness of the pilot (communications, website etc)
- to share good practice from the sector and supporting the mainstreaming of relevant lessons into national policy and practice
- to act in a representative capacity if required on matters relating to educational guidance

- to assist in the management of resources, e.g. financial, premises, materials, personnel etc as appropriate, relevant to the needs of the local programme
- to keep records and prepare reports and submissions in consultation with TESS/Tusla Aftercare Services as appropriate
- any other duties appropriate to the needs of the service as may be assigned by the relevant line manager for the effective and efficient management of resources

### **Remuneration**

The salary will be determined in line with Adult Guidance Counsellor (FET) under Circular Letter 0049/2019, Department of Education.

### **Terms of Employment**

The appointment is on a secondment basis, to TESS, from September 1<sup>st</sup> 2023 to 31st August 2024, with potential to extend to a maximum of five years subject to funding. Candidates must be eligible for full-time secondment as per Circular Letter 0029/2018.

It is a matter for the successful candidate to secure the agreement of his/her management authority to be released to take up the post for the period of secondment being offered. A person's secondment is subject to annual renewal and to Management Board or Department of Education approval.

The successful candidate will be required to sign a secondment contract, which will provide for an on-going performance and development system.

### **Designated Place of Work:**

The base locations will be in the six Tusla regions at the closest office available to the appointee's home. The position will entail travel within the relevant area and attendance at national meetings in Tusla Head Office or regionally. Successful candidates will be required to have their own means of transport and a full driving licence. Travel expenses and subsistence allowances are paid in accordance with public service rates, subject to an overall budget.

### **Hours of Attendance:**

Hours of attendance will be as fixed but will amount, on average, to not less than 37 hours per week. Due to the nature of the post, flexibility may be required from time to time.

### **Annual Leave**

The annual leave allowance is 30 working days, with the leave year commencing on 1st of April each year. This leave is on the basis of a five-day week and is exclusive of the usual public holidays. Public holidays shall be given in accordance with the Organisation of Working Time Act, 1997.

### **Sick Leave:**

The sick leave regulations are those applicable to a teacher in line with Circular 0054/2019.

### **Responsibilities under Children First National Guidance for the Protection and Welfare of Children (2017)**

The safety and welfare of children and young people is a key priority for Tusla – Child and Family Agency. All employees of Tusla are required to be vigilant to any concerns regarding the protection and welfare of children and to bring them to the attention of the Tusla

Designated Person in a timely manner, in keeping with the Tusla – Child and Family Agency Child Protection policies.

Applications are invited from suitably qualified candidates for this post which will be available for the 2023/24 Academic Year.

Appointment will be subject to the provision of 3rd level qualifications, suitable references & Garda Vetting.

### **Application & Selection Process**

Please email a copy of your C.V. and clearly indicating your region of preference to Fiona Boylan email address: [fiona.boylan@tusla.ie](mailto:fiona.boylan@tusla.ie)

by 12 noon Monday 3<sup>rd</sup> July

See Appendix 1 for region preference

For queries about the position, please email [fiona.boylan@tusla.ie](mailto:fiona.boylan@tusla.ie)

Please mark the email "Tusla Adult Guidance Counsellor".

The admission of a person to a competition, or invitation to attend interview, is not to be taken as implying that TUSLA is satisfied that such a person fulfils the requirements or is not disqualified by law from holding the position. Candidates may be requested to attend a remote interview.

### **Closing Date**

A soft copy of your C.V. must be received no later than 12 noon Monday 3<sup>rd</sup> July 2023.

**Late applications will not be accepted.**

### **Selection Procedure**

A selection committee will be established to carry out all aspects of the selection process. Candidates should note that short-listing may apply. Health, sick leave and general work record must be satisfactory.

The selection process may include:

- shortlisting of candidates on the basis of the information contained in their application to reduce the list of candidates to a more manageable number for interview
- a preliminary interview which may include a presentation by the candidate
- a competitive interview which may also include a presentation by the candidate

Candidates must be available on the date(s) specified by TESS and ensure that the contact details specified on the C.V. are correct. TUSLA will not be responsible for refunding any expenses incurred by candidates. Successful candidates will be expected to take up duty on 1<sup>st</sup> September 2023. Any offer of appointment will only be made where it is considered that suitable candidates for the post(s) exist. A ranked panel of suitable candidates may be formed.

### **Shortlisting**

In the event of a shortlisting exercise being employed the selection committee will examine the application forms and assess them against pre-determined criteria based on the requirements of the position. It is therefore in your own interest to provide a detailed and accurate account of your qualifications and relevant experience on the application form.

**Candidate withdrawal**

Where a candidate decides to withdraw his/her application s/he should notify TUSLA in writing, as soon as possible. In any event, a candidate will be deemed to have withdrawn if s/he does not attend for interview when and where required by TUSLA, or who do not, when requested, furnish such evidence, as TUSLA require in regard to any matter relevant to their candidature, will have no further claim to consideration.

**Confidentiality of Applications**

Subject to the provisions of the Freedom of Information Acts, 2014, applications will be treated in strict confidence.

**Candidates' Obligations**

Candidates should note that canvassing will disqualify and will result in their exclusion from the process.

Candidates must not:

- knowingly or recklessly provide false information
- canvass any person with or without inducements
- personate a candidate at any stage of the process
- interfere with or compromise the process in any way

Any person who contravenes the above provisions or who assists another person in contravening the above provisions is guilty of an offence. A person who is found guilty of an offence is liable to a fine/or imprisonment.

In addition, where a person found guilty of an offence was or is a candidate at a recruitment process, then:

- where he/she has not been appointed to a post, he/she will be disqualified as a candidate; and
- where he/she has been appointed subsequently to the recruitment process in question, he/she shall forfeit that appointment

## Appendix 1 Tusla Regions

