



Guidance Plan

2026-27



1. Introduction: School Mission Statement

Our mission

Mount Seskin Community College was established in 1986 to serve the local community in Jobstown. Our mission is to provide an inclusive learning environment which promotes academic excellence, built on the personal, social and spiritual development of all. We endeavour to develop confident, creative life-long learners in an atmosphere of equality, justice and respect.

Oversight of our school

We are a co-educational, second-level school under the patronage of Dublin and Dun Laoghaire ETB. As a designated College, its Board of Management comprises of nominees of Dublin & Dún Laoghaire Education and Training Board, nominees of the Catholic Archdiocese of Dublin, parent nominees, teacher nominees and, on occasion, community nominees (community nominees will be at the discretion of the Board and subject to ratification by the ETB). The Principal acts as Secretary to the Board.

Our ethos

Mount Seskin Community College aims, with the resources available, to provide the best possible environment in order to cater for the cultural, educational, moral, physical, social, linguistic and spiritual values and traditions of all students.

We make every effort to ensure that the uniqueness and dignity of each child in our care is respected, and responded to.

Through the taught curriculum and our pastoral care, we enable all students to fulfil their role in society.

2. Guidance Department Overview

Our Guidance Counsellors are:

- Fully qualified guidance counsellors
- Full members of the Teaching Council (and hence fully Garda-vetted)
- Take part in formal guidance supervision through the IGC (Institute of Guidance Counsellors)
- Undertake professional development activities regularly to support in their role, in particular facilitated by the Psychological Support Service

Any concerns that a Guidance Counsellor has regarding the safety of are discussed with the Principal who is the Designated Liaison Person (DLP) as a matter of urgency. If the principal is unavailable, the issue will be discussed with the Deputy Principal (DDLp).

Guidance is part of our Student Support Team and one service within a range of student supports at Mount Seskin Community College. These include:

- DLP/DDLp
- Home School Community Liaison Officer
- School Chaplain
- SEN Co-Ordinator
- BFL Teacher
- School Completion Programme
- Pastoral Care System

This policy is in coordination with other key policies related to provision at MSCC, including:

- Bi Cinealta / Anti-Bullying Policy
- Critical Incident Policy
- Substance Use Policy
- Junior Cycle SPHE Policy
- RSE (Relationships & Sex Education) Policy
- Code of Behaviour
- Admissions Policy
- Mobile Phone Policy (subset of Code of Behaviour)

Members of the Guidance Planning Group:

- Keith McClean (Guidance / Assistant Principal & Year Head / SPHE & RSE Coordinator)
- Fiona Ryan (Guidance / Assistant Principal)
- Aishling Ryan (Principal / DLP)
- Charlie Ferguson (Deputy Principal/ DDLp)
- Emir Murphy (Programme Coordinator)

2. Aims & objectives

Our aims for guidance provision are as follows:

- To provide a service which is in keeping with the mission statement and ethos of Mount Seskin Community College
- To provide a professional guidance service accessible to all students including personal, educational and vocational guidance
- To allow for a service for parents and other members of the wider community of Jobstown

The key objective of guidance provision is to fully meet the needs of the students and others as they arise and to provide accurate and up to date information for students as needed.

Students develop the following skills through the guidance programme:

- Research & study Skills
- Communication Skills
- Developing digital skills e.g. online applications and form completion
- Celebrating inclusion and appreciation of difference
- Decision making
- Resilience and perseverance
- Self-evaluation and reflection

2. Protocols for one-to-one & group guidance support

Role of the Counsellor

Whether in individual or group support, the counsellor is always be mindful of their role and explains the following procedures and boundaries within the counsellor/student relationship.

Statutory and data protection responsibility is upheld with regard to records applies to all media, whether written hardcopy, electronic or digitally recorded.

Confidentiality

The guarantee of confidentiality is vital in enabling young people to express their distress in the counselling session. It is an essential element of the process if the relationship of trust is to develop between the counsellor and the student. Students are informed of the limits of confidentiality where information about them may be shared. Under the following circumstances the counsellor may disclose some essential facts regarding a case to the Principal/DLP, Deputy Principal/DDLP or TUSLA:

- Where there is self-harm and/or suicidal ideation the DLP/DDLP, parent/guardian will be informed and a referral made to attend their GP.
- When there is need for onward referral to HSE agencies or specialist services.
- In cases involving legal difficulties.
- When there is a need to address safety and child protection issues.

One-to-one appointments - protocols & procedures:

- Students referred by self, parents, staff and/or SST with an open door policy for emergency cases
- Appointments are recorded on VS Ware
- One-to-one meetings with students take place, where possible, in the guidance counselling office
- Nature of counselling activities involved and the reasons for undertaking them and the benefits to the student in the case of counselling explained
- Limits of confidentiality explained (as above)
- Any referral options which may benefit the student, where any presenting issue is beyond the counsellor's current level of competency are explained
- All students are informed that they have a choice to withdraw from the process at any time

Group sessions - protocols & procedures:

- Group safety & agreement initiated
- Limits of confidentiality explained
- Minimum 1 Counsellor
- Not compulsory to participate

Meetings with parents/guardians/community - protocols & procedures:

- Appointments to be made in advance
- Limits of confidentiality explained

3. Guidance Curriculum

Students are taught key content related to guidance via SPHE, Pastoral Care, formal assemblies, taught Guidance classes and one-off lectures and events. This is set out below.

Year	Guidance content
First Year	• Individual Guidance sessions offered. Transfer Programme- & wider activities • Introduction to 'Guidance: My Future' (SPHE) • General topics as priorities occur – for example exploring bereavement
Second Year	• Individual Guidance sessions offered. Setting Smart Goals & Being Proactive (SPHE) • Subject Levels and implications for the future. • Business in the Community programme participation
Third Year	• Individual Guidance sessions offered. • Cat 4 Testing with individual specific feedback • Transition to Senior Cycle: Transition Year programme, Leaving Certificate, Leaving Cert Applied and Life, Community and Work (formerly LCVP) Programme • Guidance classes/information evening for students and parents provided to help make an informed decision for senior cycle.
TY	• Tailored TY Guidance Programme Career Exploration rotation half a year. • SPHE Programme 1 Class a week including Wellbeing • Transition to Senior Cycle: Leaving Certificate, Leaving Cert Applied and Life, Community and Work (formerly LCVP) Programme • Guidance classes/information evening for students and parents provided to help make an informed decision for senior cycle. • SPHE/ RSE Curriculum • Careers Speed Dating Further guidance experiences: • Work Experience preparation, provision and reflection/ Digital portfolio reflection (See Work Experience Policy) <i>In addition, detail on all provision in the Transition Year Policy</i> • <i>Bridge To Trinity Programme</i>
Fifth & Sixth Year	• ACE Programme • LCW programme • Career Investigation investigating different pathways • Careersportal • Classroom Guidance • 5th year LCVP Work Experience • Aptitude tests, skills and qualities investigation • CV & Interview preparation • Support to complete CAO & PLC applications • Support to apply for Susi Grant applications • Support to investigate appropriate apprenticeships • TUD Access and TUD Access Foundation • TAPS – Trinity Access Programme • Speakers from PLC providers & visit to local provision • Careers Speed Dating Further guidance experiences: • College Awareness Week activities • Support to attend University & College Open Days

	• South Dublin County Council Careers Exhibition • HEAR/ DARE Adult/Education/Apprenticeship visit (e.g. Murphys International) 1. Future You Programme 2. Shadowing Day 3. Take 5 4. UCD Summer School
Special Class (MGLD)	• Supporting transitions – for example National Learning Network • Psychological Support Service provision

3. Testing

- CAT4 / WRAT 4 testing
- Careers Portal- Interest Inventory and Personality Profiler
- Classroom Guidance – Self Evaluation Tests
- House Exams
- Mock Exams

Our Guidance Counsellors have been trained in assessment as part of the HDSGC qualification, completed further training including Level A Assessment Training and Level B Personality Assessment training.

As per current national guidelines, testing of students is permitted only when feedback is given.

Individual preparatory and feedback sessions with students and parents built into our cycle for all testing at MSCC. Full disclosure of results is also essential to each child and also parents where requested.

4. Collaboration with wider teams

Tutors/Class Teachers	Teachers/Tutors make referrals directly using referral forms or via the Student Support Team Guidance Department members take classes as requested.
Year Heads & SST	Year Heads make referrals directly using referral forms or via the Student Support Team Student Support Team provides the opportunity for a weekly meeting with other relevant members of the team including AEN Coordinator, HSCL, SCP BFL, Chaplaincy Guidance feedback on students at weekly meetings and/or directly to Year Heads as required
LCW Co-ordinator	Guidance Department assist by teaching/ team teaching/ co teaching in this subject and delivering the core Guidance elements Support for career investigation and the recorded interview in particular
LCA Co-ordinator	Ongoing meetings as part of subject/Programme meetings Referrals taken as required
TY Co-ordinator	Collaboration and meetings in relation to the micro module Career Exploration
JSCP Co-ordinator	Guidance supports to JCSP students as required Guidance/SPHE Department encourage engagement in extra-curricular activities.
SPHE Co-ordinator	Guidance personnel attend CPD on sensitive issues, for example gender identity/suicide/bereavement
Parents & Community	Parents Council Referrals from Parents Council are taken when requested. Guidance Department re also available to meet the Parents Council where requested
Psychological Support Service	We have ongoing contact with the PPS at DDLETB We engage regularly with CPD provided by the above. We also work with the PSS in the school on a regular basis.
NEPs	Our primary involvement is with PSS however NEPs are also available to us where necessary.
TUSLA	Links here are generally made through the DLP however we do have ongoing communication with students' social workers as required.
Local/ feeder Primary Schools	We have links with our main feeder schools • St. Thomas' Senior National School • Scoil Aoife

	• Tallaght Community National School We support related to • Entrance exams • Transfer Programme activities
Links with Third Level/Further Education	• We link with CAO and SUSI to support all students with transition pre during and post senior cycle and university access • We have particular links with UCD through the HEAR/ DARE programme as our partner university. • TUD Access programme • Bridge to Trinity • Griffith College through their Scholarship Programme • We also link with local providers of QQI courses in particular Greenhills College, Threshold and the National Learning Network
External support agencies	We liaise with agencies providing support to our students including recommending suitable external support individually to students or their parents. These include: • GP & HSE • Jigsaw/Headstrong • BelongTo/ Shout Out/ TENI/ LGBT Ireland • Mary Mercer Health Centre (Family Counselling/GP) • Pieta House • Threshold • Lucena Clinic • An Garda Síochana- Community/JLO- Tag Programme • KICK- Promoting Positive Mental Health through Physical Activity • Youth Diversion Project • Tallaght Library • South Dublin County Partnership • Foroige including Transition Plus programme • CAMHs
Links with Employers	• Links with employers are via our work with senior cycle – including TY, LCA and LCW students • In particular, support is offered around preparation for and provision of senior cycle work experience • Links with apprentices = SDCC, BOI, Credit Union, • Business and the Community for example Uniphar. • Career Speed Dating: links to many, local employers, past pupils, apprentices and voluntary organisations



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Ratified by MSCC's Board of management 28/5/2026