

Role and Responsibilities of the Deputy Principal in St. Anthony's B.N.S as they relate to the four domains of leadership and management as outlined in Circular 70/2018.

**Domain One: Leading Teaching and Learning.**

The Deputy Principal will:

- Lead the planning and development of the New Primary Language Curriculum, in collaboration with the principal and other post-holders, including the sourcing of resources, policy formation and new literacy initiatives.
- Lead the development, implementation and monitoring of the Digital Strategy.
- Plan, organise and co-ordinate appropriate and beneficial CPD for staff and teams within staff in conjunction with AP1 post holders.
- **S.E.N. Administration**  
**Liaising and collaborating with the SEN coordinator for the organisation of educational provision and support for pupils with SEN in the school.**

The above to include:

- Monitoring the selection of pupils for supplementary teaching, ensuring that support is focused on the pupils with greatest need.
- Allocation of SEN team to pupils/standards.
- Compiling hours.
- Co-ordinating the caseloads and timetables of the SETs.
- Management of Team Teaching.
- Assisting the Principal with applications for support (SNA and Assistive Technology).
- Allocating and Co-ordinating the caseloads and timetables of the SNA's.

**The overall organisation of all standardised testing within the school.**

The above to include:

- Overseeing the implementation of a whole-school assessment and screening programme to identify pupils, with very low achievement and learning difficulties so that these pupils can be provided with the support they need.
- Co-ordinating the administration by class teachers of a whole-school screening programme to identify pupils with very low achievement and/or learning difficulties in English (Reading/Spelling) and/or Mathematics.
- Gathering data from standardised tests, compiling data and presentation of data to the teaching staff, BOM and DES.

Reading and filing of all new reports and reporting back to Principal for discussion and possible further action.

Overseeing the development, completion, implementation and review of Pupil Support Plans to include gathering, filing and storage of these in a locked central location with pupil files.

**Domain Two: Managing the Organisation**

The Deputy Principal will:

- Liaise and cooperate with the Principal in every day running of the school and deputise in his absence.
- Assist the Principal in developing, implementing, monitoring and reviewing the Child Safeguarding Statement and Risk Assessment.
- Act as the DDLP in all matters of Child Protection and safeguarding.
- Coordinator of School Plan and Policies with Assistant Coordinator and assisting the Principal in organising, developing and implementing the School Plan.
- Assist the Principal with morning and afternoon supervision, promote positive behaviour and assist in implementation of school's Code of Behaviour.
- Promote excellent attendance, monitor and report on attendance including maintenance of Leabhar Tinrimh and school attendance records. Reporting to NEWB/TUSLA.
- First Aid Administrator/coordinator. Accidents and injuries reporting and documenting. Responsibility for First Aid and Medical Information records in the school.
- Junior Infants: Assisting Junior Infant teachers with yard and lunchtime supervision and supporting the classroom teacher in promoting positive behaviour and Restorative practices. Organising Infants Assembly, once a term.
- Liaise with Principal and other post-holder to monitor and ensure that GDPR protocol is adhered and to monitor best practice and compliance in the implementation of the Data Protection Policy.
- Management and organisation of PE and computer room timetabling.
- Coordinator of Fire drills.
- School Tours Coordinator
- Coordinator of Transition Year and work experience students.
- Assist and support School garden Co-ordinator.
- Deputy principal will attend Ceremonies and out of school meetings.
- Responsibility for the collection and storage of Cúntas Míósúil.
- Co-ordinate and assist the Professional Support Team for the Droichead Process.

**Domain Three: Leading school development**

The Deputy Principal will:

- Continue to uphold and develop the school's Catholic ethos and assist with the organisation of school liturgical activities such as assemblies, services and in the preparation of sacrament classes.
- Lead the School Self-Evaluation process, in collaboration with the Principal and Middle Management team, and facilitate the ongoing engagement and participation of all staff and pupils in the SSE process as well as managing, leading and mediating change to respond to the evolving needs of the school and to changes in education.
- Assisting the Principal in reviewing, formulating and updating school policies in consultation with all relevant parties.
- Coordinating within the school community the evaluation of present school initiatives to determine and reflect on their benefits to the school, to assess new initiatives and their benefits, to avoid initiative overload.

**Domain Four: Developing Leadership capacity**

The Deputy Principal will:

- Develop leadership capacity of all staff.
- Review and reflect on their role and its development.
- Build professional networks with other school leaders through involvement in leadership organisations, network groups and professional development opportunities.
- Submit regular reports to the Principal, re the fulfilment of the post, which will be included in the Principal's report to the Board of Management.

The Deputy Principal occupies a position of vital importance within the senior leadership team in a school. Shared leadership requires openness and willingness on the part of the Principal and Deputy Principal to share and to distribute leadership and management responsibilities in a manner that encourages and supports partnership. The Deputy Principal co-operates with the Principal in the fulfilment of the Principal's role and acts or deputises as the Principal in the Principal's absence. Acting as Principal does not confer automatic right of succession to Principalship.

**APPLICATION FORM FOR PRIMARY DEPUTY PRINCIPALSHIP**

**DELETION OF ANY FIELD WILL INVALIDATE THIS APPLICATION**

**Applicants, please note:**

1 If the advertisement states that electronic applications will be accepted, the Application Form should be emailed to the dedicated email address provided in the advertisement and only to that address.

If applications are required to be submitted by post, the Application Form must be sent to the Chairperson's address as specified in the advertisement.

2 The completed form must arrive at the dedicated email address/specified postal address on or before the date and time stated in the advertisement. Late applications will neither be accepted nor considered.

3 Canvassing will disqualify.

4 If completing this form in handwriting, please use **black ink**.

5 **DO NOT**

- enclose/attach a separate letter of application or
- enclose/attach a Curriculum Vitae or
- enclose/attach any certificates.

The successful candidate will be required to present original documents in relation to teaching/other qualifications prior to appointment.

<b>For office use only</b>	<b>Received by:</b>	<b>Date:</b>	<b>Time:</b>
----------------------------	---------------------	--------------	--------------

APPLICANT'S PERSONAL DETAILS			
<b>Name (as per Teaching Council Register)</b>			
<b>Correspondence Address</b>	<b>Mobile Phone No</b>		
	<b>Landline No.</b>		
	<b>E-mail Address</b> <i>(Please print clearly if completing in handwritten format)</i>		
<b>Total length of accredited service as a primary teacher in Ireland</b>		<b>Total length of accredited service as a primary teacher in other jurisdictions</b>	
QUALIFICATION TO TEACH AT PRIMARY LEVEL			
<b>Qualification(s)</b>	<b>Awarding University, College or Institute</b>	<b>Final results received: Day/Month/Year</b>	
TEACHING COUNCIL REGISTRATION			
<p><b>Registration Number:</b> _____</p> <p><b>Registered under Regulation (please tick as appropriate):</b></p> <p>Regulation 2 (Primary) <input type="checkbox"/></p> <p>Regulation 3 (Montessori and Other Categories) <input type="checkbox"/></p> <p>Regulation 4 (Post-primary) <input type="checkbox"/></p> <p>Regulation 5 (Further Education) <input type="checkbox"/></p> <p><b>Registration Status:</b> Full <input type="checkbox"/> Conditional <input type="checkbox"/></p> <p><i>If conditional, please state the condition(s) and the date by which each condition must be met:</i></p> <p>Condition 1: _____ Expiry Date: _____</p> <p>Condition 2: _____ Expiry Date: _____</p> <p>Condition 3: _____ Expiry Date: _____</p> <p><b>Pending:</b> <i>If pending, please state the date of submission of application:</i> _____</p> <p><b>Have you completed the registration condition of Probation?</b> Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><b>If yes in what setting?</b> Mainstream <input type="checkbox"/> Restricted <input type="checkbox"/></p>			

**DETAILS OF ACADEMIC QUALIFICATIONS – MOST RECENT FIRST**

INCLUDE UNDER-GRADUATE & POST-GRADUATE QUALIFICATIONS. THE SUCCESSFUL CANDIDATE WILL BE ASKED TO PRESENT ORIGINAL DOCUMENTS

Qualification	Awarding University, College or Institute	Length of Course	Final results received: Day/Month/Year

**TEACHING EXPERIENCE - MOST RECENT FIRST (IF NECESSARY EXPAND THE SECTION OR USE ADDITIONAL PAGES IF COMPLETING IN HANDWRITTEN FORMAT).**

School Name & Address	Dates of service in the school	Position(s) held	Dates
			From: To:

**POST(S) OF RESPONSIBILITY HELD (IF ANY) – MOST RECENT FIRST**

School Name	Address	Position(s) held	Dates
			From: To:

All information provided in this form is confidential to the Selection Board

ADDITIONAL QUALIFICATIONS E.G. ICT, SEN, CERTIFICATE TO TEACH RELIGION (IF APPLICABLE)			
College(s)	Qualification	Year of Award	Modules Studied

OTHER RELEVANT, NON-ACCREDITED COURSES – MOST RECENT FIRST:		
Course Provider	Duration and Year of Study	Modules Studied

**PLEASE PROVIDE A BROAD OVERVIEW OF YOUR EXPERIENCE OR KNOWLEDGE OF THE ROLE OF MANAGEMENT IN A SCHOOL CONTEXT (150 WORDS APPROX.)**

**PLEASE OUTLINE ANY PREPARATION YOU HAVE UNDERTAKEN WITHIN THE LAST FIVE YEARS TO PREPARE YOU FOR DEPUTY PRINCIPALSHIP (PROFESSIONAL DEVELOPMENT / IN-SERVICE OR OTHER FORMS OF PREPARATION) (150 WORDS APPROX.)**

18

**DESCRIBE WHAT YOU BELIEVE TO BE THE CHARACTERISTICS OF AN EFFECTIVE SCHOOL**

**DESCRIBE WHAT YOU BELIEVE TO BE THE CHARACTERISTICS OF AN EFFECTIVE DEPUTY PRINCIPAL**

**WHAT IS YOUR PERSONAL VISION FOR THE ROLE OF DEPUTY PRINCIPAL IN A SCHOOL?**

**WHAT STRENGTHS OR QUALITIES WOULD YOU BRING TO THIS PARTICULAR POST?**

**WHAT DO YOU REGARD AS THE KEY ISSUES IN EDUCATION AND HOW DO THESE IMPACT ON THE ROLE OF DEPUTY PRINCIPAL?**

**WHY HAVE YOU APPLIED TO BECOME DEPUTY PRINCIPAL OF THIS PARTICULAR SCHOOL?**

**AREAS OF SPECIAL INTEREST – CURRICULAR /OTHER**

Area	Expertise/Experience

**OTHER RELEVANT EMPLOYMENT EXPERIENCE - MOST RECENT FIRST**

Employer/Project	Position	Duties	Dates
			From: To:

**ADDITIONAL INFORMATION (NOT ALREADY MENTIONED) TO SUPPORT YOUR APPLICATION.**

All information provided in this form is confidential to the Selection Board

**NAMES & CONTACT DETAILS OF REFEREES\***

Reference 1		Reference 2	
Name		Name	
Role		Role	
Address		Address	
Work Tel Number		Work Tel Number	
Home Tel Number		Home Tel Number	
Mobile Number		Mobile Number	
Reference 3		Reference 4	
Name		Name	
Role		Role	
Address		Address	
Work Tel Number		Work Tel Number	
Home Tel Number		Home Tel Number	
Mobile Number		Mobile Number	

**\*Please Note:**

1. Only those referees who know you in a professional capacity should be included. At least three names should be provided.
2. Close relatives and friends **should not** be listed as referees.
3. As it is probable that referees will have to be contacted outside of school times, it is crucial that phone numbers (preferably mobile numbers) outside of working hours, are given.
4. If the current employer (*where applicable*) is not named as a referee, the Selection Board reserves the right to seek a reference from the current employer.
5. The Selection Board in its sole discretion will determine the suitability of any reference. The Selection Board further reserves the right to seek from a candidate the names of additional referees.

I hereby declare that all the particulars furnished on this application form are true and correct to the best of my knowledge and that I am aware of the qualifications, requirements and particulars for this post, as set out in the advertisement and other relevant documentation.

Signature \_\_\_\_\_

Date \_\_\_\_\_

All information provided in this form is confidential to the Selection Board