

Deputy Principal St Pius X GNS

Domain One: Leading Teaching and Learning

- promote a culture of improvement, collaboration, innovation and creativity in learning, teaching and assessment
- foster a commitment to inclusion, equality of opportunity and the holistic development of each pupil
- manage the planning and implementation of the curriculum
- foster teacher professional development that enriches teachers' and pupils' learning

School Planning and Policy Development

- Collaborate with the Principal in the management of all curriculum-related planning
- Review, update and maintain the following plans and policies on an annual basis
 - School English plan
 - Special Education Whole school plan and all related policies
 - Anti-bullying policy
 - Code of behaviour
 - Assessment policy
- Oversee School Support Planning and Student Support Planning in the school

Co-ordinator of English Literacy with particular emphasis on the New Primary Language Curriculum

- Lead the teaching of the English Curriculum throughout the school and promote good practice of same
- Lead the continuing implementation of the new Primary Language Curriculum
- Lead the continuing development of whole school initiatives in English such as team teaching and guided reading
- Co-ordinate any in-school training days for English in collaboration with the Principal
- Co-ordinate the implementation of any SSE initiatives for literacy throughout the school
- Disseminate information in regard to the latest curricular developments in English
- Encourage and support teachers in developing their teaching, learning practices and to share their practice
- Promote and encourage teaching of English that is engaging and challenging and which will increase pupils' interest in learning
- Respond and engage with new English initiatives as they arise

Co-ordinator of Special Educational Needs

- Promote an inclusive school community
- Promote equality of opportunity for pupils
- Organise and co-ordinate the Learning Support /Resource department
- Meet with SEN team individually or collectively, formally and informally
- Oversee the annual screening tests and collate the results so as to identify children in need of Learning Support.
- Mentor new teachers in Learning Support department
- Liaise with Principal, teachers, parents and psychologist re school psychological assessments
- Liaise with the school NEPS psychologist and all other external professionals
- Review and update diagnostic assessments undertaken in the school

Anti-Bullying and Behaviour

- Ensure that the school's Code of Behaviour is implemented and reviewed annually
- Support teachers who have students with behaviour difficulties and to implement the school's Code of Behaviour
- Ensure staff (particularly new members) are familiar with the school's Code of Behaviour
- Support teachers in devising individual class charters of behaviour in line with school ethos and code of behaviour
- Co-ordinate anti-bullying week annually

Assessment

In collaboration with the post holder for numeracy

- Monitor and evaluate the standards of English and Maths teaching and learning in the school
- Analyse standards of pupil attainment in English and Maths through the evidence of standardised testing
- Organising the whole school formal assessment testing (standardised assessments) incl. recording and circulating results according to Literacy and Numeracy guidelines
- Order screening tests on an annual basis and keep staff informed of new assessments (diagnostic and screening) tests
- Promote and develop Assessment *for* learning (AFL) strategies

Domain Two: Managing the Organisation

- establish an orderly, secure and healthy learning environment, and maintain it through effective communication
- manage the school's human, physical and financial resources so as to create and maintain a learning organisation
- manage challenging and complex situations in a manner that demonstrates equality, fairness and justice
- develop and implement a system to promote professional responsibility and accountability

Deputising for the Principal

- Assume the duties of the Principal in her absence/unavailability at school or attend other school related meetings and events making relevant decisions as required
- Act as the school's DDLP for child protection matters
- Attend meetings/school events during and after school hours as required
- Collaborate with the Principal in the day to day running of the school, in matters of policy, curriculum, supervision and discipline eg unexpected teacher absences
- Collaborate with the Principal in planning and preparation for staff meetings, planning days, WSE, school events etc
- Take minutes at staff and ISM meetings

School Planning and Policy Development

- In collaboration with the Principal, ensure that all relevant school policies adhere to the principles of inclusion and social justice and that all legislative requirements are met

Co-ordinator of English Literacy with particular emphasis on the New Primary Language Curriculum

- Source, purchase, store, maintain and distribute all resources required

Co-ordinator of Special Educational Needs

- Identify learning needs and source and purchase resources required
- Liaise with Principal, teachers and parents re SET allocation for resource hours, applications for assistive technologies and applications for SNA support for pupils.
- Source, purchase and organise training in new diagnostic assessments

Anti-Bullying and Behaviour

- Foster a positive school climate and encourage respectful interactions at all levels within the school community
- Assist and support the Principal in managing challenging and complex situations in a manner that demonstrates equality, fairness and justice eg attend meetings with parents/pupils if required
- In collaboration with the Principal, assist in establishing procedures for dealing with conflict

Assessment

- Co-ordinate the school assessment team
- Ensure the safe storage of test results in line with recent GDPR requirements so progress can be tracked and monitored
- Assist in the purchase and administration of diagnostic testing in the school

Domain Three: Leading School Development

- communicate the guiding vision for the school and lead its realisation
- lead the school's engagement in a continuous process of self-evaluation
- build and maintain relationships with parents, with other schools, and with the wider community
- manage, lead and mediate change to respond to the evolving needs of the school and to changes in education

School Planning and Policy Development

- In collaboration with the Principal, align school policies and plans to school vision and ethos
- In collaboration with the Principal, lead and manage action planning for improvement on a whole-school basis
- Be aware of educational developments/changes and seek to respond to them and assist in the implementation of any changes required

Co-ordinator of English Literacy with particular emphasis on the New Primary Language Curriculum

- Encourage and facilitate staff in collaborative review and evaluation of practices and outcomes. Support staff in using results of review to inform future planning
- Ensure that school improvement plan in English is put into action on a whole-school basis

Co-ordinator of Special Educational Needs

- Liaise, communicate and build relationships with parents in relation to children with special educational needs
- Mentor new teachers in Learning Support/ Resource department
- Develop and maintain relationships with external agencies and visiting teachers services
- Keep up to date in educational developments in area of special educational needs and manage the implementation of any required changes to school practices

Anti-Bullying and Behaviour

- In collaboration with the Principal, communicate the anti-bullying policy and Code of behaviour to staff and parents

Assessment

- Provide regular updates to staff in relation to testing procedures etc
- Review attainment in English and Maths at whole school level at one staff meeting annually

Domain Four: Developing Leadership Capacity

- critique their practice as leaders and develop their understanding of effective and sustainable leadership
- empower staff to take on and carry out leadership roles
- promote and facilitate the development of pupil voice, pupil participation, and pupil leadership
- build professional networks with other school leaders

School Planning and Policy Development

- Encourage staff in self and collaborative reflection of practice

Co-ordinator of English Literacy with particular emphasis on the New Primary Language Curriculum

- Co-ordinate literacy team and facilitate and encourage staff to take undertake professional development in literacy and share their learning with others

Co-ordinator of Special Educational Needs

- Co-ordinate and manage the SNA team
- Co-ordinate and support teachers in professional development in specific areas of special educational needs
- Build and develop relationships with other schools around area of special educational needs

Anti-Bullying and Behaviour

- Promote and facilitate the development of pupil voice and pupil leadership eg co-ordination of the student council

Assessment

- In collaboration with the Principal, encourage and facilitate staff training in the administration and analysis of diagnostic testing