



**Scoil Nano Nagle**  
Bawnogue, Clondalkin, Dublin D22VF68.

[www.scoilnanonagle.com](http://www.scoilnanonagle.com)

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9<sup>th</sup> May 2019

### **Notice of vacancy for Deputy Principal**

*The Board of Management of Scoil Nano Nagle hereby give notice of a vacancy for deputy principal. The appointee will become part of the leadership and management team of the school. The post is open to external candidates and a notice has been posted on [www.educationposts.ie](http://www.educationposts.ie)*

*The duties of the post are as outlined below and are subject to change and review.*

#### **Leading Teaching and Learning**

- To support the principal in the co-ordination of special education needs (SEN) provision in the school.
- Co-ordinate school and DEIS plans for Maths
- Lead any reviews / further development of the Maths plan and teaching of maths through whole school planning.
- Curriculum planning with staff, co-ordinating the yearly scheme in SPHE, updating / revising as new initiatives / programmes become available and reprinting the manuals as necessary.
- Facilitate parent information meetings regarding Child Protection (Stay Safe) and various policies pertaining to SPHE.
- Researching, recommending and providing agreed relevant materials pertaining to the subject. Collecting same at the end of the year, auditing and replacing as necessary.
- Promoting the ethos of a healthy lifestyle from within the school.

#### **Managing the organisation**

- To deputise for the principal in his/her absence or unavailability, at school or at other school-related meetings and events. The deputy principal carries out all the duties and responsibilities of the principal when so required.
- To assist the principal in the daily organisation and supervision of the school's activities.
- Contribute to the meetings and ongoing work of the in-school management team (which also includes the principal and other staff holding promotional positions.)
- Advise and support the principal in auditing and reorganising the various existing duties of promotional post holders within the school.
- Shared preparation (when required by the principal) for staff meetings, staff & school planning days, school calendar, staff rosters and school events.
- Participate in early-morning and other exceptional supervision duties as required.
- Assist the principal in the monitoring of school finances
- Assist the principal in the maintenance of the school's digital and written records and registers (as required)
- Maintaining First Aid supplies

- Communicating Fire Evacuation Procedures
- Monitoring fire drills during year.

### **Leading school development**

- Assume the role of Deputy Designated Liaison Person (DDLDP)
- Reviewing with staff and B.O.M. the school's Child Safeguarding Statement.
- Providing a child safeguarding pack to each member of staff, auditing and collecting of same at the end of the year.
- Providing an anti-bullying pack to each staff member, collecting at the end of the year, auditing and updating as necessary.
- Support the principal in maintaining Scoil Nano Nagle's positive school climate and in further enhancing the job-satisfaction / morale of all school staff.

### **Developing leadership capacity**

- Assist the principal in the promotion of targeted in-house and external continuous professional development opportunities for staff, thus contributing to their professional growth and also ensuring that the strategic needs of the school are being met.

*Teachers who wish to apply for the vacant leadership and management post should do so by email to [nanodeputyprincipal@gmail.com](mailto:nanodeputyprincipal@gmail.com) addressed to the Chairperson, Board of Management by 4.00pm Thursday 23<sup>rd</sup> May 2019*

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Martha Lynch  
Chairperson  
Scoil Nano Nagle.