

**Position advertised : Deputy Principal**      **Date : Friday 10<sup>th</sup> of May 2019**

**School : St. Thomas' JNS, Esker**

**Roll No : 19542R**

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**Role and responsibilities of the Deputy Principal in St. Thomas' JNS as they relate to the four domains of leadership and management as outlined in Circular 0070/2018.**

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**Domain One : Teaching and Learning:**

- Assist the Principal in leading Whole School Planning in the school in relation to Curricular and Organisational policies.
- Co-ordinate Special Education provision in the school including development of the school's Special Education policy.
- Assist the Principal in leading continuing professional development for staff to enhance teaching and learning in the school.
- Co-ordination of Assessment across the school, including development of school Assessment policy.

**Domain Two : Managing the Organisation**

- Pupil registration.
- Assist the Principal in the management of School Accounts.
- Assist the Principal with the day to day management of the school and act as Principal in their absence.
- Act as DDLP and assist in developing and reviewing the Child Safeguarding and Risk Assessment Statement for the school .
- Co-ordinate Special Education including management of the Special Education team , identification of pupils with support needs. and appropriate timetabling for teachers, snas and pupils.

**Domain Three : Leading School Development**

- Continue to uphold the school's ethos and religion and lead the school's continued development in our community.
- Lead the school's engagement in a continuous process of self – evaluation as part of the leadership and management team, and respond to the evolving needs of the school.

- Build relationships with the families of pupils with support needs and assist the transition of those pupils into, through and from St. Thomas' JNS.
- Assist the Principal and curriculum teams in reviewing, maintaining and updating curricular resources.
- School representation at local level.

#### **Domain Four : Developing Leadership Capacity**

- Support and mentor staff and develop and encourage leadership capacity across all staff.
- Build relationships and professional networks with other school leaders and with external agencies to support the ongoing professional development of the school and it's staff.
- Review and reflect on your role as Deputy Principal and attend continuous professional development pertinent to your role.
- Submit an Annual Report to the Principal and Board of Management re the fulfilment of the post.

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Applications are now invited for this post, and should include **a letter of application, list of referees, details of teaching council registration and c.v. (unbound)** , outlining **teaching experience** and **relevant CPD** undertaken by the applicant.

**All leadership and management experience to date should also be included.**

Please forward your completed application to **Mr. Barry Kennedy, Chairperson of the Board of Management, c/o St. Thomas' JNS, Esker, Lucan, Co. Dublin.** by **Wednesday 5<sup>th</sup> of June 2019.**

The successful candidate will become part of the leadership and management team in the school. The Deputy Principal occupies a position of vital importance within the senior leadership team in the school. Shared willingness 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.

**The duties outlined above will involve considerable time outside of the normal school day and are subject to annual review. (cf. Circular 0070/2018 for further guidance.)**

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