



May 22nd 2019

Position of Deputy Principal Advertisement

Holy Trinity National School, Glencairn, Leopardstown, Dublin 18

Roll 20190T

Introduction

High quality leadership is crucial in establishing a central purpose and vision for a school and the achievement of high quality educational outcomes for pupils. The primary purpose of school leadership and management is to create and sustain an environment that underpins high quality pupil care, learning and teaching.

DES circular 70-/2018 sets out a framework for Leadership and Management in Irish schools based on *Looking at Our Schools 2016 – a Quality Framework*. This provides a common understanding and language around the organisation and practice of leadership and management roles in Irish schools. It identifies the key leadership and management areas in a school (domains), and these are further divided into various content *standards* for each domain.

The Board of Management of Holy Trinity NS has reviewed the role of the deputy principal having regard to the school plan; the school's Mission Statement and its aims and objectives; the pupil and curricular profile of the school; requirements of the Department of Education and Skills and its agencies; the Board has also take cognisance of the responsibilities being carried out by current post holders and responsibilities being undertaken by members of staff who do not hold posts of responsibility.

The Board of Management has approved the duties attached to the role of Deputy Principal.

Duties of Role

The following is an agreed list of duties assigned to the post, based on the current needs and priorities of the school as identified following consultation with staff and ratified by the Board

of Management on May 22nd 2019. The domains in the Leadership framework are central to the duties in this position.

Leading Teaching and Learning

- The Deputy Principal assumes overall responsibility during the Principal's absence from the school and deputises on occasions when the need arises in out-of-school activities.
- The Deputy Principal will discharge all the duties of the Principal when the latter is absent and will be empowered to make all necessary decisions in compliance with approved Board of Management policies, and all legislative and administrative circulars.
- The Deputy Principal will share responsibility with the Principal for the effective leadership and management of teaching and learning in the school by promoting a culture of improvement, collaboration, innovation and creativity in learning, teaching and assessment of priority curricular area.
- The Deputy Principal will work collaboratively with the Principal in leading the school's engagement in a continuous process of self-evaluation, ensuring a whole school approach to sustaining and improving current school programmes, and developing good practices of mentoring and monitoring of school practices for new and existing staff.
- The Deputy and Principal will meet regularly and work together with the Leadership and Management team in the school to foster a commitment to inclusion, equality of opportunity and the holistic development of each pupil.
- The Deputy Principal will attend regular meetings of Leadership and Management team in the school, where the Deputy Principal will work collaboratively with all members of the team and will support them in fulfilling the designated duties of this team.
- The Deputy Principal will assist with the compilation of the School Plan, identifying the current priorities of the school on an ongoing basis, and the drawing up of short term/medium term and long term goals.
- The Deputy Principal shall fill the role of school SENCO i.e. Special Educational Needs Co-Ordinator.
- The Deputy Principal will avail of opportunities to engage with CPD relevant to the role.

Managing the Organisation

The Deputy Principal will

- Have shared responsibility to establish an orderly, secure and healthy learning environment, and maintain it through effective communication.
- Have shared responsibility for the implementation, review and further development of the school's Code of Behaviour and Anti-Bullying Policies. This includes promoting awareness among pupils of positive relationships and pupil wellbeing.
- Share the management of challenging and complex situations in a manner that demonstrates equality, fairness and justice.
- Assist in the development of a system to promote professional responsibility and accountability.
- Have responsibility for official school register and annual school census/NEWB returns.
- Be the approver for OLCS on www.esinet.ie (pay/sick leave/other absences/POD/Census statistics/substitutes etc.)
- Lead ongoing organisational policy development and review using the *Looking at our Schools 2016 – A Quality Framework*
- Have shared responsibility for effective utilisation of time set aside for Staff Meetings, Planning Days and Parent/Teacher meetings.
- Monitor resource use and prepare resource needs requirements for a priority curriculum area.
- Coordinate the yearly administration of standardised testing in English and Mathematics: ordering test booklets and setting out the timetabling and ensuring results are updated to Aladdin and pupil booklets are safely stored.
- Support the Principal in the carrying out of any other duties appropriate to the role of Deputy Principal, as the need arises and as jointly agreed.

Leading School Development

The Deputy Principal will

- Have shared responsibility to lead the school's engagement in a continuous process of self-evaluation; assisting in managing, leading and mediating change to respond to the evolving needs of the school and to changes in education.
- Have shared responsibility for inducting new staff.
- Support members of staff in priority curricular area and identify training needs, resource needs relevant to the post.
- Have shared responsibility to prepare for new enrolments and meet new parents.

Developing Leadership Capacity

The Deputy Principal will

- Critique their practice as leaders and develop their understanding of effective and sustainable leadership.
- Assist in empowering staff to take on leadership roles in school sub-groups, developing a distributed leadership structure for effectively implementing the school plan.
- Share in fostering teacher professional development that enriches teachers' and pupils' learning.
- Promote and facilitate the development of pupil voice, pupil participation and pupil leadership as facilitator of Student Council
- Assist in building professional networks with other schools, which offer further opportunities of staff and pupil development. distributive

Reporting

The Deputy Principal will provide an annual written report to the Principal with reference to the objectives set in relation to the duties undertaken. This report will form part of the Principal's annual report to the Board of Management.

Review

At regular intervals, but at a minimum every two years, a post holder is required to undertake a review with the Principal.

Signed: Mary White

Date of Approval: May 22nd 2019

Chairperson Board of Management



Applications are now invited for this post, and should include a letter of application, list of referees, 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 Mary White, Chairperson of the Board of Management, c/o Holy Trinity NS, Leopardstown, Dublin 18. by Thursday June 13th 2019.

Applications will also be accepted by e-mail to : htnsdp19@gmail.com

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.)

Appendix 1:

Leadership Framework

The Quality Framework for Leadership and Management in Irish schools, set out in *LOOKING AT OUR SCHOOLS 2016 - a Quality Framework*, provides a common understanding and language around the organisation and practice of leadership and management roles in Irish schools. It identifies the key leadership and management areas in a school (domains), and these are then further divided into various content *standards* for each domain.

Domain One: Leading Teaching and Learning

School leaders:

- 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 school curriculum
- foster teacher professional development that enriches teachers' and pupils' learning

Domain Two: Managing the organisation

School leaders:

- 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

Domain Three: Leading school development

School leaders:

- communicate the guiding vision for the school and lead its realisation in the context of the school's characteristic spirit
- 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

Domain Four: Developing leadership capacity

School leaders:

- 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

