



St Mary's Primary School

**College Street, Mullingar,
Co. Westmeath N91 HE22**



www.stmarysmullingar.ie

T: 044 9341517

F: 044 9345754

admin@stmarysmullingar.ie

Roll No. 183810

The Board of Management of St. Marys Primary School Roll No 183810
invites applications for the post of **Deputy Principal** that will

commence on 10th August 2020

The successful applicant will become a member of the Leadership and Management team in the school.

In addition, where the successful applicant is an external candidate, he/she will also become a member of the teaching staff, second only in seniority to the Principal.

The appointment is being made under the terms of Circular 0044/2019

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 Timetabling, Planning and Policy Development

- Collaborate with the Principal in the management of all curriculum related planning, liaising and assisting relevant post holders
- Co-ordination of new policy/initiative development within the school in consultation with the Principal
- To co-ordinate regular monitoring, development, revision and evaluation of all school policies and school plans from initial draft to completion of policy
 - Annual review of
 - Health and Safety Policy and Audit
 - Child Safeguarding Risk Assessment
 - Critical Incident Policy
 - Special and Inclusive Education Policy and all related policies
 - Code of Behaviour

Charity Number 20137441





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- Anti Bullying Policy
- Other policies as appropriate

- Curriculum Leader for specific areas
- Responsibility for Health and Safety, to include First Aid, Fire Drills, Covid 19 Response. Ensure that school is compliant with Health and Safety Regulations. Conduct Risk Assessments, organise and maintain monthly Health and Safety Room checklist
- Formulation in collaboration with the Principal of a school timetable, ensuring equal access of classes to necessary ancillary and support teaching experiences
- To act as Deputy Liaison Person (DLP)
- Collection and collation of individual teacher timetables, and Student Support files

Health and Safety

- In collaboration with the Principal and staff, develop and implement clear policies to ensure the safety and well being of pupils
- Ensure teaching and learning practices are in line with best Health and Safety practices
- Develop age appropriate guidance for pupils in relation to Health and Safety issues

Co-ordinator of Pupil Support Teaching and Resources

- Promote an inclusive school community
- Promote equality of opportunity for all pupils
- Organisation and co-ordination of SEN team in their roles in association with the Principal and ensure adequate support for pupils requiring it.
- Meet with SEN team individually or collectively, formally and informally
- Collection and collation of Student Support files, IEPs and IPLPs
- Review and update diagnostic assessments undertaken in the school

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

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- 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 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 e.g. unexpected teacher absences
- Collaborate with the Principal in planning and preparation for staff meetings, planning days, WSE etc
- Arrive in school no later than 8.15a.m each morning to assist Principal with organisation of daily needs of the school and share supervision of arrival of children for Breakfast Club
- Daily morning yard supervision
- Foster and strengthen links to parents and wider community with the school
- Under the direction of the Principal/Board of Management, assist in the supervision of minor works that occur in the school
- Manage school's attendance and rolls (e.g. co-ordination of school' DES returns)
- Maintain the school's Aladdin system (including updating of pupil records and class details)
- Help and support the Principal with the delivery of July Provision

School timetabling, Planning and Policy Development

- Co-ordination of new policies/initiatives within the school in collaboration with In-School Management personnel and staff where necessary
- Organisation of the school calendar for coming term/year
- Co-ordination of timetabled Regular Activities within the school- Music Generation, GAA coaching, Tennis, Swimming etc. (to include development of timetable)
- Responsibility for yard duty rosters
- Promotion and use of G Suite throughout the school. Assist with administration of G Suite.
- Responsibility for SEAI

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- Responsibility for POD class stream cluster meetings
- Maintenance of record of Croke Park Hours for all staff

Health and Safety

- Act as the Staff safety representative and co-ordinate annual health and safety audit with the Board of Management
- Liaise with staff on maintaining Incident/Accident Reports
- In collaboration with the Principal oversee the fire safety measures in the school building including fire safety drills
- Organise regular fire safety drills
- Ensure all employees are familiar with the positions of fire extinguishers, fire alarms and exits from the building
- In collaboration with the Principal oversee the safe administration of medication and correct maintenance of all records pertaining to same

Pupil 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 e.g. attend meetings with parent/pupils if required.
- In collaboration with the Principal assist in establishing procedures for dealing with conflict

Co-ordinator of Student Support Teaching and Resources

- Liaise with Principal, teachers, and parents re SET allocation , applications for assistive technologies and applications for SNA supports for pupils
- Identify learning needs and source and purchase resources required from school funds

Domain Three: Leading school development

- Communicate the guiding vision for the school and lead its realization
- 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

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- Manage, lead and mediate change to respond to the evolving needs of the school and to changes in education

School Timetabling, 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 (e.g. following SSE process and/or DES advice)
- Co-ordination of staff and pupils for events such as guest speakers/visitors, Infant Induction night and other whole school/class assemblies
- Responsibility for Induction of new staff members (not NQT) to include substitutes. Provide Induction pack to new staff members.
- Develop and disseminate a central yard duty roster for both teacher and SNAs and ensure adequate and effective supervision of all areas of the school
- Additional duties as needed to support Management Team and Principal

Health and Safety

- Provide regular updates to staff in relation to health and safety measures

Co-ordinator of Student Support Teaching and Resources

- Keep up to date in educational developments in area of SEN and manage the implementation of any required changes to school practices in collaboration with the Principal

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

School Timetabling, Planning and Policy Development

- Develop in conjunction with the Principal, opportunities for both In-School Management members and other staff to further develop their leadership skills through the provision of a distributed leadership framework
- Engage in self professional development
- Encourage staff in self and collaborative reflection of practice

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- Empower and support staff to take on and carry out leadership roles –e.g. develop team culture in areas of Health and Safety and policy development.

Health and Safety

- Encourage staff to reflect on their own practices around health and safety

Student Behaviour

- Promote and facilitate the development of pupil voice and pupil leadership with the co-ordination of the student council in collaboration with postholder and relevant staff

Co-ordinator of Student Support Teaching and Resources

- Co-ordinate and support teachers in professional development in specific areas of SEN
- Build and develop relationships with other schools around the area of SEN, sharing, learning, practice and experiences
- Chair regular SNA team meetings and liaise with the Principal in relation to same
- Co-ordinate and manage SNA team in collaboration with the Principal and develop capacity and CPD within said team

Annual Report of and Review of Duties

The Deputy Principal will report on his/her post to the Chairperson of the BOM each year

The duties of the Deputy Principal will be reviewed annually in line with the changing needs of the school and/or as deemed necessary by the Principal/Chairperson of the Board of Management

Application Process

Applicants will be required to send a letter of application, evidence of qualifications, Teaching Council Certificate of Registration and the Standard Application Form for Principals and Deputy Principals (open competition) available here:

<https://www.educationposts.ie/page/resources/standardapplicationsforms>

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The closing date for receipt of applications is 3 p.m. on 10th July 2020. Interviews will be held in week beginning 20th July 2020

Teachers who wish to apply for post of Deputy Principal should do so by email only to the Chairperson of the Board of Management at applicationdp@stmarysmullingar.ie

Barbara Anne O Callaghan

Chairperson

St. Marys Primary School

College Street

Mullingar

Co. Westmeath

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