

## Duties of Deputy Principal in Scoil Oilibhéir

- The Deputy Principal will assist the Principal in the day-to-day organisation and supervision of the school. The Deputy Principal will deputise for the Principal in his absence.

***The Deputy Principal has particular responsibility for:***

	<b><i>This will involve specifically:</i></b>
<p style="text-align: center;"><b>Area 1</b> SEN Co-Ordinator</p>	<ul style="list-style-type: none"> <li><b>Overall management of SEN functions and procedures.</b></li> <li>Maintaining an up-to-date list of pupils receiving support.</li> <li>Keeping a list of pupils who have an exemption from Irish. Each September, informing teachers about pupils who have an exemption from Irish.</li> <li>Meeting, as required, with representatives from relevant agencies who visit the school regarding SEN pupils – NEPS, Regional Autism Service, DCD Unit, CAMHS, and HSE etc. Ensuring that such visitors can meet with relevant child, teacher, parents as required and ensuring a room is available for such meetings.</li> <li>Meeting with teachers who have concerns about a pupil(s) and suggesting what further action, if any may be taken. Keeping a record of the meeting.</li> <li>Meeting with the parents of SEN pupils as appropriate.</li> <li>Supporting class teachers who have issues around SEN pupils.</li> <li>Establishing an overall vision of the SEN issues within each classroom and class level to inform decisions regarding the provision of SEN needs in Scoil Oilibhéir taken by the Principal, SEN Co-Ordinator and the Cill Barra team. This will involve meeting with class teachers.</li> <li>Meeting the SNAs in Scoil Oilibhéir every fortnight in order to ensure the smooth operation of the duties and responsibilities of the SNAs in this school, as assigned by the Principal. Meeting, along with Principal, each SNA and his/her class teacher on a regular basis.</li> <li>Meeting with the Principal and the SNAs as required.</li> <li>Meeting with parents of future Junior Infants who have children with SEN.</li> <li>Ensuring that the time tables of Cill Barra teachers are arranged in a timely manner for the start of the school year and re-adjusting such timetables as the need arises.</li> <li>Planning for the implementation of all in-class initiatives in this school (team teaching, mata sa rang, reading recovery etc.) to include timetabling arrangements between Cill Barra teachers and mainstream class teachers.</li> </ul>
<p style="text-align: center;"><b>Area 2</b> Code of Behaviour &amp; Overall School Discipline</p>	<ul style="list-style-type: none"> <li>Overseeing the implementation of the School Code of Discipline through regular visitation of classrooms (as feasible), keeping in contact with class teachers, dealing with day-to-day discipline issues, including bullying, monitoring behaviour in the school grounds as pupils enter &amp; exit, supervising overall discipline at school assemblies, contacting and meeting parents and school</li> </ul>

	psychologist with regard to disruptive pupils and monitoring homework journals.
<b>Area 4</b> Curriculum Review Co-Ordinator	<b><i>This will involve specifically:</i></b>
	<ul style="list-style-type: none"> <li>The coordination of an on-going system of curriculum review in this school, ensuring that all areas of the curriculum are updated as required, in consultation with the Principal.</li> <li>In collaboration with the Principal, ensuring that all aspects of the Plean Scoile, both organisational and curricular, are updated as required.</li> </ul>
<b>Area 5</b> Educational Welfare Board Liaison	<b><i>This will involve specifically:</i></b>
	<ul style="list-style-type: none"> <li>Maintaining regular contact with the E.W.B. and its offices, completing the termly and end of year returns and communicating with the parents of those pupils experiencing difficulties with attendance. This role will also involve developing positive attitudes to attendance among pupils and their parents.</li> <li>Maintaining contact, on a regular basis, with those pupils experiencing difficulty with punctuality and communicating with their class teacher and parents.</li> </ul>
<b>Area 6</b> School Completion Programme	<b><i>This will involve specifically:</i></b>
	<ul style="list-style-type: none"> <li>Supporting the work of the School Completion Programme, attending their regular management meetings, monitoring the progress of those pupils involved in the programme and developing appropriate communication systems with parents and staff.</li> <li>Meeting regularly with the SCP Co-Ordinator to discuss the selection of pupils who receive SCP support in Scoil Oilibhéir, assess progress of pupils who receive support and to discuss issues pertaining to the SCP Homework club.</li> </ul>
<b>Area 7</b> Work Experience/Teaching Practise Co-Ordinator	<b><i>This will involve specifically:</i></b>
	<ul style="list-style-type: none"> <li>Communicating with the Colleges of Education and arranging suitable placements for their students on teaching practice, in consultation with the Principal.</li> <li>Communicating with the College of Commerce and other second level schools and institutions to arrange suitable placement for their students on work experience, in consultation with the Principal.</li> </ul>
<b>Area 8</b> Liaison with the Friends Of Scoil Oilibhéir	<b><i>This will involve specifically:</i></b>
	<ul style="list-style-type: none"> <li>Contact person for the FOSO in relation to planning of fund raising events.</li> <li>Attendance at FOSO meetings to ensure that the issues raised and events planned are in line with the Strategic Plan of the Board of Management</li> <li>Consultation with the Principal in relation to the involvement of FOSO in Scoil Oilibhéir.</li> </ul>
<b>Area 9</b> Deputy DLP	<ul style="list-style-type: none"> <li>Deputy DLP as per our Child Protection Policy.</li> </ul>