

DEPUTY HEAD OF PRIMARY AND KINDERGARTEN

JOB DESCRIPTION

Post Summary

1. The Head of Primary and Kindergarten (**Head**) has overall responsibility, under the authority of the Board of Management and the Principal of St Kilian's German School (**School**), for the day to day management of the primary school and Kindergarten (**Primary School**) and is supported in this role by the Deputy Head of Primary and Kindergarten (**Deputy Head**). In the absence of the Head, the Deputy Head will be required to take on the responsibility of the Head.
2. The overall responsibility of the Deputy Head is to assist the Head in the management of the Primary School. The Deputy Head shall actively participate, in consultation with the Head and the Senior Management team, in matters related to the administration and management of the Primary School, as appropriate. The Deputy Head also exercises a leadership and motivational role in the direction of the Primary School.
3. The Deputy Head will support the Head in the following functions:
 - controlling the internal organisation, management and discipline of the Primary School, including the assignment of duties to members of the teaching and non-teaching staff under the direction of Head and the Principal;
 - upholding the ethos and characteristic spirit of the Primary School and promote the Primary School community in all aspects of its interdenominational ethos;
 - ensuring that the Board of Management's policies, procedures, guidelines and requirements are adhered to;
 - ensuring adherence with the Child Protection Guidelines.
4. It is expected that the Deputy Head will teach approximately 11 hours per week, with the exact number of teaching hours to be reviewed at regular intervals. Notwithstanding the number of teaching hours, the Deputy Head will normally be required to be in attendance in the Primary School throughout the school day. In addition, the Deputy Head will be required to be present in the Primary School for periods outside the normal opening hours and days as may be necessary from time to time.

Reporting/Accountability

5. The Deputy Head shall report to the Head and the Board of Management.

Key Areas of Responsibility

6. The Deputy Head, in collaboration with the Head, shall have responsibility for the following key areas:

Teaching and Learning

- encourage and foster learning in students and develop a school environment which is supportive of learning and high achievement among the students;
- develop educational aims and objectives of the Primary School and devise strategies to achieve them;
- develop and implement appropriate learning and curriculum programmes and methods of instruction that meet the needs of all students in the Primary School and timetabling to support them;
- promote effective teaching and learning practices across the Primary School;
- assist in the development of school curriculum and assessment policies;
- develop and implement systems for evaluating and recording individual students' progress and ensure that parents are informed regularly of the progress of their children at the Primary School;
- advise and report on the progression of students from Primary School to Secondary School;

School Development

- evaluate the purpose, objectives and activities of the Primary School and future planning in the context of the overall aims and objectives of the Primary School.
- develop the education aims and objectives of the Primary School and devise strategies to achieve them;
- support the monitoring and evaluation of teaching and learning across the Primary School and the development of subject and school self-evaluation and improvement plans;
- raise the profile of German in the Primary School, looking at ways to increase the amount of German taught in the Primary School;
- develop, co-ordinate and continually review subject and general policies;
- promote an appropriate curriculum and methods of instruction which recognise the diverse aptitude and needs of the Primary School students;
- establish literacy and numeracy targets across the curriculum and initiate regular reviews and evaluation of teaching and learning in the context of the national literacy and numeracy strategy;
- record and analyse subject and school evaluations;
- prepare and undertake continued formalised and documented meetings for planning and school evaluation;

- plan and prepare for the Whole School Inspection (BLI);
- evaluate the standards of teaching and learning in all subject departments in the Primary School, ensuring best methods are used;
- oversee the co-ordination, delivery and assessment of the Special Educational Needs curriculum in cooperation with the relevant staff;
- oversee the induction of teachers and Droichead in cooperation with the relevant staff;

People and Teams

- Develop a good working relationship with the Head, the Principal, teaching and non-teaching staff;
- Treat all staff with respect and develop positive relationships;
- promote and co-ordinate ongoing staff development and in-service, organize staff days and assist in the identification of the staffing needs of the Primary School;
- be responsible for keeping records of Croke Park hours undertaken by teaching staff;
- motivate staff and provide leadership to the teachers and other staff and students of the Primary School;
- participate in selection of staff for the Primary School;
- manage general staff issues (references, in-service, complaints, mentoring);

Communication

- develop effective communication systems with students, staff, parents and the wider community;
- maintain effective relationships with the stakeholders involved, including the Board of Management, staff, students, parents, Parents Association, Student Council and the wider school community;
- assist in the creation, together with the Head, Principal, Board of Management, parents and teachers, of a school environment which is supportive of learning among the students and which promotes the professional development of the teachers;
- collectively promote co-operation between the Primary School, the community which it serves and the Secondary School;
- communicate with students, staff, parents and prospective parents in a positive, friendly and professional manner;
- implement the Code of Behaviour, Anti-Bullying Policy and all other policies relevant to the day to day management and operation of the Primary School;
- under the direction of the Head, and the Board and, in consultation with the teachers, the parents and, to the extent appropriate to their age and experience, the students, set objectives for the Primary School and monitor the achievement of those objectives;
- oversee the liaison with the Secondary School especially with the German department;

Organisational Management and Administrative Skills

- assist the Head in the day to day management of the Primary School, including the planning and overseeing of the daily time tabling of classes;
- assist the Head in matters of student discipline, in the promotion of good order and general supervision between classes;
- plan and prepare before the start of the school year
- be responsible for the roster and record keeping of absent teachers and coordinate and oversee the implementation of the supervision and substitution scheme;
- establish and maintain effective data management systems such as student records, teacher records, attendance records, purchasing procedures and timetables;
- assist in the enrolment of new students;
- promote good order and general supervision between classes;
- co-ordinate and assist with morning, break time and lunch time supervision;
- organise and coordinate the Primary School calendar including events and assist at open days and nights, information evenings and other school events;
- assist in ensuring the security of the school building and safe keeping of property;
- conduct ordinary activities such as correspondence, making reports and returns of information as required by the Department of Education and Skills, Tusla, German authorities and the Board of Management and ensuring that arrangements are made for dealing with such administrative matters during vacation periods;
- control budgets;

Self-Awareness and Self-Management

- appreciate the importance of the Head/Deputy Head relationship, the relationship with other members of the school community and the importance and overall impact of effective working relationships;
 - set a good standard of professional interactions and ensure professional relationship boundaries are in place;
 - be aware of his/her skill set and be willing to seek help and advice when required;
 - uphold professional integrity at all times, eg discretion, confidentiality, loyalty and trust.
7. The Deputy Head will be asked, from time to time, to take responsibility for tasks and undertake administrative duties commensurate with the responsibilities of the position.

JOB REQUIREMENTS

The ideal candidate should:

- be qualified and recognised to teach in Ireland and/or Germany;
- have a thorough understanding of the education system at primary level in Ireland;
- demonstrate an understanding and/or knowledge of the requirements for German schools abroad (Kindergarten and primary school) and the current best practice models for teaching and learning in German in those schools;
- demonstrate an understanding and/or knowledge of the German education system at primary level and the curricular demands and standards for Sek I in 5th and 6th class;
- be fluent in English. In addition, fluency in German is desirable.