

ADVERT ID 106493 \*

## Deputy Principal

### Scoil na Mainistreach

FAO: Chairperson Board of Management Email [mainistreach40@gmail.com](mailto:mainistreach40@gmail.com)  
<http://scoilnamainistreachbns.weebly.com/>

#### MAIN DETAILS

Status:	Deactivated
Level:	Primary
Date Posted:	Mon Jun 18 2018
Application Closing Date:	Mon Jul 2 2018
Commencement Date:	Sat Sep 1 2018
Status of Post:	Permanent

#### SCHOOL DETAILS

School Type:	Mainstream with Special Classes
School Structure:	Vertical
Gender:	Boys
School Patronage:	Catholic
Total number of staff:	45
Current Enrolment:	490

#### POST DETAILS

##### Additional Information:

Applications are now invited from for this Deputy Principal Post. Applications should include a letter of application and CV outlining teaching experience, relevant CPD undertaken by the applicant and any leadership/management experience to date. Please forward your completed application to: Chairperson of the Board of Management. Email to [mainistreach40@gmail.com](mailto:mainistreach40@gmail.com). The closing date is Monday 2nd July.

The successful candidate will become part of the leadership and management team in the school and will uphold the values and promote the vision of Scoil na Mainistreach. The duties outlined below will involve time outside of the normal school day and are subject to annual review. (cf. Circular 0063/2017 for further guidance.)

##### 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 curriculum
- Foster teacher professional development that enriches teacher and pupil learning

##### Area of responsibility:

To coordinate the SEN school policy.

This role will involve the responsibility for the day to day operations of SEN in the school, in line with SEN policy. Some of the tasks will include

- Collecting and updating information
- Coordinating planning and assessment
- Coordinating SEN programmes and timetables
- Communicating with Principal, staff, parents, the Board of Management and outside agencies.

Assessment:

Support the Principal with review and update of school-wide assessment, including Assessment for Learning (AfL) and Assessment of Learning (AoL).

#### Domain Two: Managing the organisation

- Establish an orderly, secure and healthy learning environment and maintain it
- Manage resources
- Manage challenging and complex situations in a manner that is equitable
- Promote professional responsibility and accountability

#### Area of responsibility:

- To assist the Principal in the leadership role.
- To deputise for the Principal when absent from or unavailable at school or any other school related meetings and events.
- Assume the role of Deputy Designated Liaison Person in relation to Child Protection issues.
- To help coordinate planning throughout the school as part of In School Management (ISM) team.

#### Policy:

? Lead the review and update of the Code of Behaviour in line with school vision, communicate policy and procedures to the whole school community and promote its implementation

? Review, update and communicate policies on an ongoing basis in collaboration with the ISM team and the whole school community

#### Morning Supervision:

Supervising in the morning or on the corridor on wet mornings

#### Domain Three: Leading School Development

- Communicate a guiding vision and lead its realisation in the context of the school's characteristic spirit
- Lead the school's engagement in a process of self-evaluation
- Build links with the wider community
- Respond to evolving changes in school

#### Vision:

- Promote the vision of the school and take responsibility for communicating it and raising its profile, on an ongoing basis, with the whole school community

#### SSE:

- Facilitate the School Self Evaluation (SSE) process in accordance with DES Guidelines and in the context of our own school vision

#### Domain Four: Developing Leadership Capacity

- Empower staff and facilitate others taking leadership roles
- Promote pupil voice
- Build networks with outside agencies

#### Area of responsibility:

- Co-ordinate and promote any in school training or CPD
- Support new members of staff in curricular area
- Update staff on courses in CPD

#### Student Council:

- Facilitate the establishment of a Student Council

### APPLICATION REQUIREMENTS

- Letter of Application
- [Standard Application Form for Teaching Posts - in English](#)

#### Applications may be submitted by

- Email

#### APPLY TO THIS JOB VACANCY

**Roll Number:** 18551n  
**Apply To:** FAO: Chairperson Board of Management  
Email [mainistreach40@gmail.com](mailto:mainistreach40@gmail.com)  
**County:** Kildare  
**Email Address:** [mainistreach@eircom.net](mailto:mainistreach@eircom.net)  
**Phone:**  
**Website:** <http://scoilnamainistreachbns.weebly.com/>

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