

ADVERT ID 118878

## Deputy Principal

### Sacred Heart BNS

Sacred Heart BNS St. Canice's Road Glasnevin D11xe17  
<https://www.sacredheartballygall.ie>



#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Primary  
**Date Posted:** Wed May 22 2019 14:36:04  
**Application Closing Date:** Fri Jun 14 2019  
**Commencement Date:** Mon Sep 2 2019  
**Status of Post:** Permanent

#### SCHOOL DETAILS

**School Type:** Mainstream  
**School Structure:** Vertical  
**Gender:** Boys  
**School Patronage:** Catholic  
**Total No. of Teaching Staff:** 26  
**Current Enrolment:** 433  
**Droichead school:** Yes

#### POST DETAILS

**Additional Information:** NOTICE OF VACANCY FOR DEPUTY PRINCIPAL

The Board of Management of Sacred Heart B.N.S. hereby gives notice of a vacancy for Deputy Principal. The appointee will become part of the leadership and management team of the school. Closing date for applications is the 14th June, 2019. The roles and responsibilities for this post will relate to each of the four domains as specified in circular 0070/2018.

DOMAIN ONE: Leading Teaching and Learning

- Co-ordination of Special Education Needs (SEN) provision in the school

The above to include

- The identification of pupils for supplementary teaching, ensuring that support is focused on pupils with the greatest need
- Allocation of SEN team members to pupils/class levels
- Co-ordinating the caseload and timetable of the SEN's
- Allocating and co-ordinating the caseloads and timetables of the SNA's
- Co-ordinating bi-annual IEP meetings for the SET team
- Applying to the NCSE for Assistive Technology, SNA support and liaising with the SENO as appropriate.
- Liaising with our NEPS psychologist and other support agencies and professionals that work with our pupils
- Overseeing the development, completion, implementation and review of Pupils Support Plans to include gathering, filing and storage of same

DOMAIN TWO: Managing the Organisation

- Assist, advise and support the principal in relation to the day-to-day organisation and management of the school.
- Deputise for the principal in the event of his absence or unavailability.
- Assist the principal in monitoring and reviewing the Child Safeguarding Statement and Risk Assessment.
- Act as the DDLP in all matters of Child Protection and Safeguarding.
- Oversee behaviour management in the school
  - Monitor the implementation of our 'Code of Behaviour', our 'Anti-Bullying' and 'Cyber Bullying' policies
  - Promotion of positive behaviour strategies and monitoring of pupil behaviour throughout the school
  - Support teachers and pupils when behavioural issues arise in accordance with school 'Behaviour Policy'
  - Management of yard time supervision rosters, yard books and 'Incident Report' forms
  - Supervise pupils in yard before school each morning and oversee pupils safely off the premises at home time daily

#### DOMAIN 3: Leading School Development

- Co-ordinate the ongoing work of the 'In-School Management Team' (holders of AP1 and AP2 posts).
- Advise and support the principal in auditing and reviewing the current duties of post holders within the school.

#### DOMAIN 4: Developing Leadership Capacity

- Assist the principal in the promotion of targeted in-house and external continuous professional development opportunities for staff, thus contributing to their professional growth and also ensuring that the strategic needs of the school are being met.
- Support and facilitate staff to lead and take on new initiatives and projects.

#### APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)

Applications may be submitted by

- Email

#### APPLY TO THIS JOB VACANCY

**Roll Number:** 04992R

**Apply To:** For the attention of:  
Chairperson,  
Board of Management.  
shbns.ias@hotmail.com

**County:** Dublin

**Postal District:** Dublin 11

**Enquiries To:** [shbns.ias@eircom.net](mailto:shbns.ias@eircom.net)  
01 8379586

**Website:** <https://www.sacredheartballygall.ie>

**Application Form:** [D P Application Form.pdf](#)