

ADVERT ID 142928

## Deputy Principal

### Ballymacarbry Central School

Ballymacarbry N.S. Ballymacarbry Via Clonmel, E91 E426  
<https://www.ballymacns.com/>



#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Primary  
**Date Posted:** Tue Sep 22 2020 12:57:43  
**Application Closing Date:** Tue Oct 6 2020  
**Commencement Date:** Mon Nov 2 2020  
**Status of Post:** Permanent

#### SCHOOL DETAILS

**School Type:** Mainstream  
**School Structure:** Vertical  
**Gender:** Co-Educational  
**School Patronage:** Catholic  
**Total No. of Teaching Staff:** 11  
**Current Enrolment:** 173  
**Droichead school:** Yes

#### POST DETAILS

**Panel of Applicants:** An internal panel of suitable applicants may be set up to fill vacancies which may occur within a specific time period (four months for teacher posts and the duration of the school year for SNA posts) from the date on which the Board approves the successful candidate.

**Additional Information:** Applications are invited for the post of Deputy Principal Teacher at Ballymacarbry NS, Co. Waterford. This is a teaching Deputy Principalship. This vibrant and inclusive school has a Catholic ethos and is under the patronage of the Bishop of Waterford and Lismore. The successful candidate must have a recognised qualification to teach Religious Education and a commitment to promoting the Catholic ethos. This is an Open Competition process.

Ballymacarbry NS currently has a roll of 189 pupils, an Administrative Principal, 8 mainstream class teachers, 2.65 SEN teachers and 1.5 SNA's.

The Dep. Principal occupies a position of vital importance within the senior school leadership and management team in the school. The Quality Framework for Leadership and Management in Irish schools, set out in LOOKING AT OUR SCHOOLS 2016 - a Quality Framework, provides a common understanding and language around the organisation and practice of leadership and management roles in Irish schools. It identifies the key leadership and management areas;

Leading Teaching and Learning  
 Managing the Organisation  
 Leading School Development  
 Developing Leadership Capacity

Additional Information:

- The overall responsibility of the Deputy Principal is to assist the Principal in the management and continued growth of the school.
- Besides the discharge of specific administrative and management duties, the Deputy Principal also exercises a leadership and motivational role in the direction of the school enterprise.
- Together the Principal, the Deputy Principal will form the senior management team of the

school, and must work in tandem to fulfill the aims and objectives of the school.

- The Deputy Principal may be required to deputise for the Principal in his absence in all matters organizational / administrative and in relation to discipline within the school or associated school events.
- to assist the Principal in the daily organisation and supervision of the school's activities from first arrival to last dismissal.

The following skills, knowledge and experience are desirable:

- An excellent knowledge and understanding of Leadership, Management and Administration in Primary Schools.
- Experience in Special Education Needs and an understanding of inclusion and diversity.
- A high level of competence and experience in the area of School Policy Evaluation and Development.
- Excellent communication skills expressed both in leadership and teamwork..
- Experience in managing others.
- Excellent time-management skills.
- Organisational capabilities in managing school resources and workload.
- A proven capacity in successfully leading and managing School Teams.
- A high level of commitment to ongoing Professional Development and learning in the school

Additional Information:

Applications by post or hand marked 'D.P. Application' and for the attention of the Rev. Chairperson BoM, Ballymacarbry NS, Via Clonmel, Co. Waterford. E91 E426 must arrive before 5pm Tuesday 6th October 2020. The intended date for interviews is Sat. 17th Oct. 2020.

An internal panel of suitable applicants may be set up to fill vacancies which may occur within a specific time period, four months for teacher posts from the date on which the Board approves the successful candidate.

#### POST DETAILS

##### Special Education Needs

- Co-ordinate the SEN provision within the school.
- Liaise with teachers regarding the pupils requiring special needs education.
- Liaise with outside agencies and individuals such as SENO, NEPS Personnel, Psychologists, HSE, Speech Therapists, Occupational Therapists School Completion Officer, etc.
- Liaise with previous primary schools or post primary schools regarding the educational needs of children with learning difficulties.
- Liaise with parents regarding their child's special needs education and oversee the creation of IEP's / IELP's for children requiring special education needs.
- SNA Provision and Drafting of PPP's.
- Administer or oversee the annual screening tests and collate the results so as to identify children in need of Special Education.
- Oversee the documentation with regard to special needs education: Stage 1 intervention plans, parental consent forms, psychological and other assessment reports, school assessment results, individual education plans etc to ensure that they are kept up-to-date, filed safely and correctly and made available to those who need them through Aladdin.

##### Child Protection / Health & Safety

- Assume the position of Deputy Designated Liaison Person (DDLp) within the school.
- Assume responsibility for Health & Safety in the School.
- Develop / Oversee the School Safety Statement and the review of same.
- Ensure the proper recording of accidents on School Grounds including school activities.
- Report to BOM on Health & Safety Provision.
- Arrange the staging of fire drills in consultation with Principal.

##### Policy Development.

Assist with the drawing up of, in consultation with staff, and updating of the school Plan with special responsibility for the School Self Evaluation process and reporting of same.

- Monitor, review and evaluate the school plan in agreed curricular areas.
- Uphold the School's Code of Conduct and update and review regularly.

##### OLCS

- Engage fully with OLCS and approve staff absences on the Esi-net system.
- Keep up to date with DES circulars in relation to Human Relation matters and leave.

##### Droichead

- Take the lead in establishing a Droichead Team in mentoring NQT's along with SET team in years where the school employs a newly qualified teacher.

##### Misc.

- Take minutes at staff meetings and In School Management Team meetings.
- Liaise with Parents and Parent Association and BOM when asked.
- Arrange for the procurement of Standardised Testing / assessment materials and
- Oversee the integrity of the Book Rental Scheme.

In accordance with Circular 0063/2017 section 13.4, it should be noted that as the needs of the school continuously evolve, a review of duties may result in re-assignment of the role and responsibilities within the Leadership and Management Team.

Please see application form attached.

#### APPLICATION REQUIREMENTS

- CV (Bound)
- Letter of Application
- Referees (name, role, contact no.)
- Copy of Certificates, Diplomas, Degrees

Applications may be submitted by

- Post

#### APPLY TO THIS JOB VACANCY

**Roll Number:** 19345P  
**Apply To:** Rev Chairperson BOM  
Ballymacarbry NS,  
Ballymacarbry,  
Via Clonmel,  
Co. Waterford.  
E91 E426  
**County:** Waterford  
**Enquiries To:** [ballymacns@gmail.com](mailto:ballymacns@gmail.com)  
052 6136349  
**Website:** <https://www.ballymacns.com/>  
**Application Form:** [Application Form for Deputy Principal Open Competition.pdf](#)

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