

ADVERT ID 144140

## Deputy Principal

### Scoil Bheinín Naofa

Abbey Road Duleek A92W722  
<https://www.duleekgns.ie>



#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Primary  
**Date Posted:** Thu Oct 22 2020 13:39:23  
**Application Closing Date:** Fri Nov 6 2020  
**Commencement Date:** Wed Jan 6 2021  
**Status of Post:** Permanent

#### SCHOOL DETAILS

**School Type:** Mainstream with Special Classes  
**School Structure:** Vertical  
**Gender:** Girls  
**School Patronage:** Catholic  
**Total No. of Teaching Staff:** 20  
**Current Enrolment:** 348  
**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:** Duleek Girls' National School are now advertising for the role of Deputy Principal (Open Competition) in accordance with Circular 0044/2019.

The Board of Management of Duleek GNS invites applications for the role of Deputy Principal (Open Competition) effective from 6th January 2021.

A minimum of three eligible applications will be required for the competition to proceed.

The successful applicant will become part of the leadership and management team in Duleek Girls' National School.

Following the consultation process outlined in the above circular, the roles and responsibilities of the Deputy Principal post are outlined below and reflect the current needs and priorities of the school. The roles and responsibilities will be subject to review and change in the future and must be carried out outside of the normal school day.

The Deputy Principal will share plans, issues and concerns with the Board of Management at regular intervals.

To ensure that the changing needs of the school are met and that there is accountability at all levels within the management structure, a review and evaluation of these duties will take place after one calendar year and on a regular basis thereafter.

The following skills, knowledge and experience are desirable:

- A knowledge of and commitment to the Catholic Ethos of the school

- An excellent knowledge and understanding of Leadership, Management and Administration in Primary Schools
- An understanding of inclusion and diversity.
- Experience in the area of School Policy Development
- Excellent communication skills, expressed both in leadership and teamwork
- A proven capacity in successfully leading and managing school teams
- Evidence of and a high level of commitment to ongoing Professional Development
- The ability to promote a culture of learning and creativity in the school.

The Roles and Responsibilities of Deputy Principal are set out below under the four relevant domains of Leadership and Management

#### Domain One: Leading Teaching and Learning

##### Leading Special Education Teaching, Learning and Assessment in Duleek GNS:

The Deputy Principal will assume the role of Special Education Co-ordinator within the school. Duleek GNS is currently in receipt of 78.5 Special Education Teaching Hours and has two ASD classes. The responsibilities of this role will include the following (list is not conclusive):

- Co-ordinate the teaching of special education so that the requirements of Circular 0013/2017 is fulfilled and relevant legislation is complied with
- Oversee the documentation with regard to special needs education e.g Continuum of Support Plans/Reviews, Personal Pupil Plans for pupils with care needs, parental consent forms, psychological and other assessment reports, school assessment results, diagnostics 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
- Responsible for leading regular SEN/SNA/Parent/Special Class meetings, timetabling of SNA's, SET teachers and special class teachers
- Liaise with teachers regarding pupils requiring special needs education
- Liaise with outside agencies and individuals such as SENO, Psychologists, Health Board, Speech Therapists, Occupational Therapists etc.
- Liaise with previous preschools or primary schools regarding the educational needs of pupils
- Liaise with parents regarding their child's special educational needs and oversee the creation of IEP's for children receiving SET and pupils attending special class
- Administer or oversee the annual screening tests and collate results so as to identify children in need of SET
- Oversee the administering of relevant assessments in both ASD classes
- Oversee the creating and updating of IEP's alongside relevant teachers/parents/outside agencies
- Keep staff informed of new (diagnostic and screening) tests that are being used in Duleek GNS
- Oversee and is responsible for the whole school approach to assessment as per school policy and relevant legislation. This will ensure that highly effective systems for monitoring pupils' progress are in place whilst ensuring all pupils reach their full potential.
- Disseminating information: CPD, events, weeks of focus and competitions relative to special education and assessment
- Have primary responsibility for maintenance of special education records, pupil assessment results, roll books, registers, statistics and returns
- Ensures all staff including newly appointed staff have and are familiar with all the above areas
- Oversees and promotes days/weeks associated with special education e.g Autism Week

Responsible for overseeing and co-ordinating the review and development of a curricular subject as deemed necessary to meet the changing demands of the school and curricular development. The Deputy Principal will assume responsibility for one curriculum area each year. This implies responsibility for the following:

This list is not conclusive, these responsibilities will be carried out on a step-by-step basis over a period of time with the support of the curriculum development team and all teachers.

- Organising, monitoring and reviewing the curricular area for all classes, leading reviews and developing policies and plans in the curricula areas associated with the post.
- Leading and managing School Self-Evaluation in that particular curricular area
- Co-ordinating yearly plans in subject area he/she is responsible for
- Organising teach meet events for staff meetings to facilitate the sharing of staff practices and knowledge
- Leading working groups and reporting at staff meetings
- Organising and managing the necessary resources for the implementation of this subject in the school: identifying through liaising with staff the resources needed, replacement of those lost or damaged, purchase of resources, storage and dissemination of same
- Disseminating information: CPD, events, weeks of focus and competitions relative to this subject
- Liaising with staff members and other schools or professional networks that enhance pupil learning through CPD, Cluster Groups etc.
- Oversees and promotes days/weeks associated with curricular area of responsibility
- Clearly communicates the school's goals for the curriculum area he/she is responsible for at the start of each year (to be included in Induction Pack to all staff from August 2021 onwards)
- Ensuring newly appointed staff are familiar with all matters related to this curricula area
- Liaise with teachers in drafting of next year's booklists in subject area he/she is responsible for

## Domain Two: Managing the Organisation

Undertake the duties of the Principal in his absence

- Meeting daily and weekly with the principal to plan and review school events throughout the week
- Assisting the principal in the day to day running/organisation of the school and undertake the duties of the principal in his absence

Assisting the principal in the day to day running/organisation of the school will include the following (This is not a conclusive list):

Child Protection

- Assuming the role of DDLP on a daily basis and the role of DLP in the Principal's absence

Health, Safety and Well Being

- Assume responsibility for health and safety within the school
- Ensure and oversee the recording of accidents within the school
- Ensure appropriate first aid supplies are stocked and staff have opportunities to receive appropriate first aid training
- Develop and ensure adherence of all staff to an agreed First Aid Policy within the school
- Oversee the school safety statement and the review of same
- Act as the designated safety officer
- Responsible for arranging and implementing fire drills
- Extra morning supervision along with the Principal and the rest of the ISM team.
- Developing and implementing clear policies and practices that ensures the safety and well being of all pupils and staff
- Leading initiatives that promote staff and pupil well being throughout the year

Active Week Co-ordinator

- Organising and co-ordinating Sports Day/Active Week each year

Code of Behaviour & Anti-Bullying Procedures:

- Co-Supporting Principal & familiarising staff with their roles & responsibilities
- Monitoring behavioural programmes/strategies agreed by staff
- Incident/Accident Reporting, reviewing related policies
- Engaging in the restorative justice approach to conflict resolution

## Domain Three: Leading School Development

School Ethos/Vision:

- Promoting a culture of sharing expertise and supporting cross-curricular linkage
- Contributing to and supporting our School Ethos and Vision
- Assisting in the organisation of events such as the Sacraments, Christmas Events and Catholic Schools Week.

Relationships with wider community

- Organise and lead assemblies when the principal is not available or co-host assemblies in conjunction with the principal on request
- Build and maintain relationships with parents, other schools and the wider community through attending a variety of events/functions/meetings
- Leads a pastoral care team in overseeing the educational, social and emotional development of vulnerable pupils and families within the school

Managing Change

- Communicating new circulars/updates as required to staff.
- Input to research and formation of school policies that are relevant to the needs of the school

## Domain Four: Developing Leadership Capacity

- Assisting the Principal in the preparation and planning for staff meetings and professional development.
- Meeting weekly with the Principal outside of school hours to plan, organise and review school events and initiatives as appropriate
- The ISM team will attend In-School Management meetings outside of school hours
- Each ISM team member will write an Action Plan each year. These plans will be based on each post holder's areas of responsibility. The Action Plans are submitted to the Principal by a specific date and the Principal will bring these action plans to the Board of Management for their perusal. The implementation of each action plan will be reviewed at its conclusion and in advance of the next one being written through a review meeting between Principal and post holder
- All teachers in the school are offered opportunities to lead initiatives in the school with the support and management of the ISM team as part of their continuous professional development. The ISM team will promote Continuous Professional Development amongst the school team.
- The ISM team will seek to promote and facilitate opportunities for the development of pupil voice, pupil participation, and pupil leadership through committees and other appropriate

initiatives. The team will collectively foster an environment where all are encouraged to develop their unique talents.

- The ISM team will be responsible for maintaining focus on their area of responsibility and for keeping practices current.
- Creates opportunities for other staff members to become involved in and participate in working groups/sub committees within the school. This will ensure that all staff members have the opportunity to collaborate and leadership capacity is developed across the staff
- Along with the principal, provides and manages an effective mentoring programme to support teachers in new roles
- Engages with national bodies that support the development of effective management and leadership practices

#### APPLICATION REQUIREMENTS

- [Standard Application Form for Principalship/Deputy Principalship](#)
- Letter of Application
- Teaching Council Registration

Applications may be submitted by

- Email

#### APPLY TO THIS JOB VACANCY

<b>Roll Number:</b>	17840P
<b>Apply To:</b>	<a href="mailto:applications@duleekgns.ie">applications@duleekgns.ie</a>
<b>County:</b>	Meath
<b>Enquiries To:</b>	<a href="mailto:applications@duleekgns.ie">applications@duleekgns.ie</a> 041 9823632
<b>Website:</b>	<a href="https://www.duleekgns.ie">https://www.duleekgns.ie</a>
<b>Application Form:</b>	<a href="#">Application-Form-for-Primary-Principalship-and-Deputy-Principalship-Open-Competition (1).pdf</a>

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