

ADVERT ID 207731

Deputy Principal

Holy Trinity NS

Holy Trinity NS Glencairn Leopardstown Dublin 18 D18YV91
<https://www.holytrinity.ie>

MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Thu Jan 18 2024 14:28:59
Application Closing Date: Tue Feb 6 2024
Commencement Date: Mon Mar 11 2024
Status of Post: Permanent

SCHOOL DETAILS

School Type: Mainstream
School Structure: Vertical
Gender: Co-Educational
School Patronage: Catholic
Total No. of Teaching Staff: 39
Current Enrolment: 601
Droichead school: Yes

POST DETAILS

Additional Information:

This is an ADMINISTRATIVE DEPUTY PRINCIPAL POST

It will be filled by open competition. Our school has a Catholic ethos and operates under the patronage of the Archdiocese of Dublin.

The commencement date of the post is Monday March 11th 2024.

To be eligible for consideration, candidates must be fully registered with the Teaching Council under Route 1 - Primary - and must have a minimum of five years teaching experience, two of which must be in a recognised primary school within the Republic of Ireland.

The roles and responsibilities for this post are subject to review and change and relate to the following four domains of leadership and management as specified in Circular 44/2019;

1. Leading Teaching and Learning
2. Managing the Organisation
3. Leading School Development
4. Developing Leadership Capacity

Applications will be accepted by email only. Please include 'Deputy Principal Application' in the subject bar of the application and send to htbom@holytrinity.ie

Duties of Role

The following is an agreed list of duties assigned to the post, based on the current needs and priorities of the school as identified following consultation with staff. The domains in the Leadership framework are central to the duties in this position.

Leading Teaching and Learning

- The Deputy Principal assumes overall responsibility during the Principal's absence from the school and deputises on occasions when the need arises in out-of-school activities.
- The Deputy Principal will share responsibility with the Principal for the effective leadership and management of teaching and learning in the school by promoting a culture of improvement,

collaboration, innovation and creativity in learning, teaching and assessment.

- The Deputy Principal will work collaboratively with the Principal in leading the school's engagement in a continuous process of self-evaluation, ensuring a whole school approach to sustaining and improving current school programmes, and developing good practices of mentoring and monitoring of school practices for new and existing staff. This includes the shared responsibility for inducting new staff and supporting the Droichead process.
- The Deputy and Principal will meet regularly and work together with the Leadership and Management team in the school to foster a commitment to inclusion, equality of opportunity and the holistic development of each pupil.
- The Deputy Principal will attend regular meetings of the Leadership and Management team in the school, where the Deputy Principal will work collaboratively with all members of the team.
- The Deputy Principal will assist with the compilation of the School Plan, identifying the current priorities of the school on an ongoing basis, and the drawing up of short term/medium term and long-term goals.
- The Deputy Principal shall fill the role of school SENCO i.e. Special Educational Needs Co-Ordinator. The Deputy principal takes responsibility for dealing with outside agencies and for having regular meetings with relevant personnel and staff to review progress and to deal with emerging need.
- The Deputy Principal will avail of opportunities to engage with CPD relevant to the role.

Managing the Organisation

The Deputy Principal will

- Have shared responsibility to establish an orderly, secure, and healthy learning environment, and maintain it through effective communication.
- Have shared responsibility for the implementation, review, and further development of the school's Code of Behaviour and Anti-Bullying Policies. This includes promoting awareness among pupils of positive relationships and pupil wellbeing.
- Share the management of challenging and complex situations in a manner that demonstrates equality, fairness and justice. A restorative approach to managing challenging behaviour is established in the code of behaviour.
- Assist in the development of a system to promote professional responsibility and accountability.
- Have responsibility for official school register and annual school census/NEWB returns.
- Be the approver for OLCS on www.esinet.ie (pay/sick leave/other absences/POD/Census statistics/substitutes etc.)
- Lead ongoing organisational policy development and review using the Looking at our Schools 2022 – A Quality Framework
- Have shared responsibility for effective utilisation of time set aside for meeting with staff and addressing school needs
- Coordinate the yearly administration of standardised testing in English and Mathematics, and ensure data will be managed appropriately and confidentially.

Leading School Development

The Deputy Principal will

- Have shared responsibility to lead the school's engagement in a continuous process of self-evaluation; assisting in managing, leading and mediating change to respond to the evolving needs of the school and to changes in education.
- Support members of staff in priority curricular area and identify training needs, resource needs relevant to the post.
- Have shared responsibility to prepare for new enrolments and meet new parents.

Developing Leadership Capacity

The Deputy Principal will

- Critique their practice as leaders and develop their understanding of effective and sustainable leadership.
- Assist in empowering staff to take on leadership roles in school sub-groups, developing a distributed leadership structure for effectively implementing the school plan.
- Share in fostering teacher professional development that enriches teachers' and pupils' learning.
- Promote and facilitate the development of pupil voice, pupil participation and pupil leadership as facilitator of Student Council
- Assist in building professional networks with other schools, which offer further opportunities of staff and pupil development. distributive

Reporting

The Deputy Principal will provide an annual written report to the Principal with reference to the objectives set in relation to the duties undertaken. This report will form part of the Principal's annual report to the Board of Management.

Review

At regular intervals, but at a minimum every two years, a post holder is required to undertake a review with the Principal.

APPLICATION REQUIREMENTS

- [Standard Application Form for Principalship/Deputy Principalship - in English](#)
- Letter of Application
- Copy of Certificates, Diplomas, Degrees
- Teaching Council Registration

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 20190T
Apply To: htbom@holytrinity.ie

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Glencairn
Leopardstown
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