

ADVERT ID 229028

## Deputy Principal

### St. Luke's NS

Hollywood Road Tyrrelstown Dublin 15 Tyrrelstown D15CH64  
<https://www.stlukesns.ie>



#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Primary  
**Date Posted:** Fri Jan 10 2025  
**Application Closing Date:** Fri Jan 24 2025  
**Commencement Date:** Mon Mar 3 2025  
**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:** 539  
**Droichead school:** Yes

#### POST DETAILS

##### Additional Information:

The Board of Management of St. Luke's NS invites applications for the position of Deputy Principal. This is a permanent position, with an expected commencement date in March 2025. The appointment will be made via open competition under the terms of Circular 0044/2019.

Applicants must be fully registered with the Teaching Council (Route 1, Primary) and have a minimum of five years' recognised teaching service, two of which must be in a recognised primary school within the Republic of Ireland.

The fulltime teaching role for this post may be assigned by the Principal to mainstream or SEN/EAL as per Circular 17/03. The Deputy Principal will support the Principal in the day -to-day management of school events including supervision as required.

In accordance with Circular 0044/2019, it should be noted that as the needs of the school continuously evolve, a review of duties may result in the reassignment of the roles and responsibilities within the leadership and management team.

Also as per Circular 0044/2019, the Deputy Principal co-operates with the Principal in the fulfilment of the Principal's role, will act or deputise as the Principal in the absence of the Principal and will work in partnership with the Principal to ensure the effective leadership and management of the school.

The roles and responsibilities of this post are subject to review and change according to procedures set out in Circular 0044/2019. The responsibilities of the role will, at times, require the successful candidate to participate in the leadership role outside of the standard school day. The Deputy Principal will work in collaboration with the Principal to ensure that all students have a positive educational experience and that there is strong leadership across the school.

The roles and responsibilities for this post relate to the four domains of leadership and management as specified in Circular 0044/2019 as follows:

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

An annual report will be provided by the Deputy Principal on how his/her work contributes to the advancement of the school.

At regular intervals, but at minimum of every two years, the Deputy Principal is required to undertake a review with the Principal. Roles and responsibilities will be reviewed in the context of the changing needs and priorities of the school and the professional development of the Deputy Principal. This may result in the re-assignment of roles/responsibilities.

Some of the roles and responsibilities will include:

Promote inclusion, equality, and holistic development of all pupils.

Manage planning and implementation of school curriculum initiatives (e.g., Numeracy, Gaeilge, SPHE).

Coordinate and review the school's policies for key subject areas (e.g., Special Educational Needs, Gaeilge).

Organise and support events such as Maths Week, Seachtain na Gaeilge, and Wellbeing Week.

Foster teacher professional development to enhance learning outcomes.

Oversee SEN team and coordinate the allocation of support resources.

Liaise with external professionals (NEPS, HSE) to support pupils requiring additional resources or assessments.

Maintain and update diagnostic assessments and ensure inclusive practices.

Lead initiatives to support pupil wellbeing, such as the Cineáltas Framework.

Implement strategies for anti-bullying and positive behaviour.

Act as Deputy Designated Liaison Person (DLP) for child protection matters.

Manage day-to-day operations in the Principal's absence, including attendance at meetings and overseeing staff absences.

Be accessible outside of school hours, as needed, to support the Principal.

Develop and oversee school timetables and calendars.

Coordinate book rental schemes, inventory of resources, and student materials.

Approve payroll and absence claims.

Conduct health and safety audits, oversee fire drills, maintain the fire log, and maintain safety equipment.

Develop and enforce health and safety policies, including safe administration of medication.

Provide staff training on safety protocols.

Monitor and improve student attendance through communication with parents and external bodies like Tusla.

Submit periodic reports on attendance.

Align school plans and policies with its ethos and strategic vision.

Lead School Self-Evaluation (SSE) processes and ensure alignment with Department of Education guidelines.

Collaborate with staff and Board of Management to draft and review policies, ensuring they reflect the school's commitment to inclusion and improvement.

Build and maintain relationships with parents, local agencies, and educational organisations.

Coordinate transition processes for pupils moving to secondary schools or joining the school community.

Mentor and induct new teachers through programs like Droichead.

Support staff in leadership roles and distribute responsibilities to enhance school management.

Encourage professional growth and reflective practice among staff.

Promote and facilitate student voice through initiatives such as Student Council.

Empower pupils to take active roles in school activities and leadership.

Develop a collegial atmosphere that supports collaboration among staff, students, and the wider community.

Build professional networks with other educational leaders to share best practices.

Give a report to the Board of Management at the end of each academic year on the work carried out as per the roles and responsibilities outlined.

Invitations to interview will be sent via email.

## APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Email

#### APPLY TO THIS JOB VACANCY

**Roll Number:** 16675V  
**Apply To:** Chairperson  
St. Luke's NS  
Tyrrelstown  
D15CH64  
**County:** Dublin  
**Postal District:** Dublin 15  
**Enquiries To:** [vacanciesstlukes@gmail.com](mailto:vacanciesstlukes@gmail.com)  
**Website:** <https://www.stlukesns.ie>  
**Further Information:** <https://www.stlukesns.ie>

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