

ADVERT ID 231778

Deputy Principal

Scoil Nano Nagle

Bawnogue Clondalkin D22 VF68
<https://www.scoilnanonagle.com>



MAIN DETAILS

Status: Active
Level: Primary
Date Posted: Mon Apr 7 2025 11:04:03
Application Closing Date: Mon May 5 2025
Commencement Date: Mon Sep 1 2025
Status of Post: Permanent

SCHOOL DETAILS

School Type: Mainstream
School Structure: Junior School
Gender: Co-Educational
School Patronage: Catholic
Classification: DEIS 1
Total No. of Teaching Staff: 28
Current Enrolment: 259
Droichead school: Yes

POST DETAILS

Additional Information:

Domain One: Leading Teaching and Learning

- o Co-ordinator of special education needs (SEN) provision in the school (SENCO).
- o Managing the continuum of support throughout the school.
- o In consultation with the principal, managing SNA Allocation.
- o Liaising with various outside agencies in the area of special education – AON, CDNT, Primary Care, CAMHS, NCSE.
- o Supporting staff with support plans and behaviour plans.
- o Organising the SET support throughout the school – team teaching and withdrawal best practice.
- o Holding SET meetings once a week for planning and collaboration.
- o Supporting other post holders in the area of literacy within then school.

Domain Two: Managing the Organisation

- o Deputise for the principal in his/her absence or unavailability, at school or at other school-related meetings and events. The deputy principal carries out all the duties and responsibilities of the principal when so required.
- o Assist the principal in the daily organisation and supervision of the school's activities.
- o Contribute to the meetings and ongoing work of the in-school management team (which also includes the principal and other assistant principals.)
- o Advise and support the principal in auditing and reorganising the various existing duties of promotional post holders within the school.
- o Shared preparation (when required by the principal) for staff meetings, staff & school planning days, school calendar, staff rosters and school events.

- o Assist the principal in the monitoring of school finances
- o In consultation with the principal, approve payments from the school.
- o In consultation with the principal, approve OLCS data when and if needed.
- o Assist the principal in the maintenance of the school's digital and written records and registers (as required)
- o Supervise pupils on their arrival to school each morning.

Domain Three: Leading School Development

- o Assume the role of Deputy Designated Liaison Person (DDLp)
- o Reviewing with staff and B.O.M. the school's Child Safeguarding Statement.
- o Providing a child safeguarding pack to each member of staff, auditing and collecting of same at the end of the year.
- o In cooperation with the school's AP1 holder, formulate and support the implementation of the literacy component of the school's DEIS plan.
- o Support the principal in maintaining Scoil Nano Nagle's positive school climate and in further enhancing the job-satisfaction / morale of all school staff.
- o Occasionally lead other curricular/organisational policy committees, in consultation with the principal, in order to meet the needs and priorities of the school.
- o Being an integral part of the Care Team – which meets on a weekly basis.
- o Promoting best practice in the area of Special Education.

Domain Four: Developing Leadership Capacity

- o 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.
- o Give periodic prompts/presentations during staff meetings to reinforce proper use of running records, guided reading programmes and other suitable pre-reading activities.
- o Attend community of Practice for Deputy Principals regularly throughout the year.
- o Attend ILSA conferences regularly.

The Deputy Principal is also expected to prepare a short annual report for the Board of Management outlining the work undertaken across the four leadership domains over the course of the school year.

APPLICATION REQUIREMENTS

- [Standard Application Form for Principalship/Deputy Principalship - in English](#)
- Letter of Application
- Referees (name, role, contact no.)
- Teaching Council Registration

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number:	19509T
Apply To:	Scoil Nano Nagle, (19509T)
County:	Dublin
Postal District:	Dublin 22
Enquiries To:	recruitment@scoilnanonagle.com
Website:	https://www.scoilnanonagle.com