

ADVERT ID 234006

Deputy Principal

St Paul's National School

Dooradoyle Limerick V94 Y62V
<https://www.stpaulsdooradoyle.ie>



MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Fri May 9 2025 18:34:59
Application Closing Date: Mon May 26 2025
Commencement Date: Mon Sep 1 2025
Status of Post: Permanent

SCHOOL DETAILS

School Type: Mainstream
School Structure: Vertical
Gender: Co-Educational
School Patronage: Catholic
Total No. of Teaching Staff: 37
Current Enrolment: 574
Droichead school: Yes

POST DETAILS

Additional Information:

1. Circular 0044/2019 states: "While the Principal is ultimately responsible to the Board of Management for the management and leadership of the school, the Deputy Principal occupies a position of vital importance with the senior leadership team in a school. Shared leadership requires openness and willingness on the part of Principals and Deputy Principals to share and distribute leadership and management responsibilities in a manner that encourages and supports partnership. The Deputy Principal co-operates with the Principal in the fulfilment of the Principal's roles and acts or deputises in the Principal's absence."

The Deputy Principal has specific responsibility for agreed duties as listed under the following domains:

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

The Deputy Principal will co-operate in partnership with the Principal, on a day to day basis, in the fulfilment of the Principal's role, including:

- Managing teacher accountability and planning.
- Assisting with the organization of the Parent/Teacher Meetings.
- Deputising in the Principal's absence.

2. The Deputy Principal will work with the Principal, Assistant Principals and teaching staff to engage with and manage a changing curriculum.

- Taking lead responsibility, with the principal and relevant staff, in managing change in an agreed curricular area each year e.g. English, Maths, Irish etc. This will depend on the changing needs of the school.
- Taking a lead role with the Principal in the co-ordination of School Self – Evaluation

- Working with relevant post holders and staff to introduce new curricular structures.

3. The Deputy Principal will co-ordinate across the spectrum of Teacher Education, engaging with School Placement, mentoring NQTs and new staff, providing and promoting teacher CPD, while highlighting leading practice.

- Working with the principal and others as part of the 'Droichead' support team.

The Deputy Principal will assist the Principal to ensure the provision of accessible, inclusive education of a high standard to all children with additional educational needs, through the management of all available resources. This includes:

- Organisation of the allocation of support time to children with SEN as per the New Model of SEN Support and in line with agreed criteria
- Organisation of applications for assessments and liaising with SEN professionals and parents
- Co-ordinating the allocation and timetabling of SEN team and SNAs
- Liaising with the SSLD class teachers and the Speech and Language Therapists, Occupational Therapists, NEPS and other psychologists.
- Liaising with all teachers regarding Special Educational Needs.

4. The Deputy Principal will organise Junior Assembly (Juniors to 2nd Class) at least twice a term.

5. The Deputy Principal will communicate to all staff information about in-service training, school visits and musical events.

- Create School Yard supervision Rota's for the school day including before school supervision, in school supervision and after school supervision.
- Will divide classes in the event of a teacher being absent.
- Will liaise with educational publishing companies particularly in relation to books/materials/equipment required by teachers annually.

6. The following skills, experience and knowledge are desirable:

- Proven leadership skills, including policy development and implementation.
- Previous teaching experience across a range of settings.
- Evidence of continuing and relevant professional development in a leadership role.
- Experience in the development, implementation, operation and evaluation of innovative and evidence based school based initiatives.
- Evidential experience and understanding of and commitment to the ethos of a Catholic School.
- Comprehensive knowledge of the Primary Curriculum Framework is essential and a knowledge of the multi-faceted complexities of teaching, especially in the area of Special Education Needs and the Continuum of Support is a requirement for this position.

7. Appointment will be subject, but not limited to:

- Satisfactory references
- Current & continuing Teaching Council registration
- Current Garda Vetting Requirements
- Occupational Health screening

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 reassignment of the role and responsibilities within the Leadership and Management team

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

- Post

APPLY TO THIS JOB VACANCY

Roll Number: 19336O

Apply To: Please provide 3 copies of the Application Requirements, marked Private and Confidential to:
Chairperson
St. Paul's School
Dooradoyle
Limerick
V94 Y62V

Further Information:
<https://www.educationposts.ie/page/resources/standardapplicationforms>

County: Limerick

Enquiries To: stpaulsdooradoyle@gmail.com

Website: <https://www.stpaulsdooradoyle.ie>

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