

ADVERT ID 235023

## Deputy Principal

### Melview NS

Melview Longford N39XW13

#### MAIN DETAILS

<b>Status:</b>	Active
<b>Level:</b>	Primary
<b>Date Posted:</b>	Wed May 21 2025 13:49:09
<b>Application Closing Date:</b>	Wed Jun 4 2025
<b>Commencement Date:</b>	Tue Sep 2 2025
<b>Status of Post:</b>	Permanent

#### SCHOOL DETAILS

<b>School Type:</b>	Mainstream
<b>School Structure:</b>	Vertical
<b>Gender:</b>	Co-Educational
<b>School Patronage:</b>	Catholic
<b>Total No. of Teaching Staff:</b>	18
<b>Current Enrolment:</b>	282
<b>Droichead school:</b>	Yes

#### POST DETAILS

##### Additional Information:

Melview NS (under the Patronage of the Bishop of Ardagh and Clonmacnoise), Roll Number: 07518E, is inviting applications for the position of Deputy Principal. This is a permanent position and the appointment will be made via open competition.

Circular 0044/2019 states: 'While the Principal is ultimately responsible to the Board of Management, as appropriate, for the leadership and management of the school, the Deputy Principal occupies a position of vital importance within the senior leadership team in a school. Shared leadership requires openness and willingness on the part of Principals and Deputy Principals, to share and to 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 role and acts or deputises as the Principal in the Principal's absence'.

The Deputy Principal will work with the Principal and the ISLT to support and develop effective leadership within the school.

Specific Roles and Responsibilities for this position relate to the four domains of Leadership and Management as outlined in circular 0044/2019 as follows:

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

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.

Shortlisting and the interview process will be based on the four domains above, as well as the following criteria:

- Effective interpersonal, communication and people management skills. Proven ability to work as a member of a team in a collaborative manner.
- Understanding and knowledge of the requirements associated with the provision of Special Education Needs, inclusion and diversity.
- Evidence of ability to work collaboratively and foster positive relationships with all staff members, Board of Management, outside agencies, parents/ guardians and the wider school community.
- Ability to promote a culture of learning and creativity in the school.
- Evidence of a high level of commitment to Continuous Professional Development and a willingness to undertake Continuous Professional Development in the future.
- A clear understanding of School Self Evaluation. (SSE)
- Previous teaching experience across a range of classes and special education.
- Whole school curricular planning and development, policy development and implementation, prioritising, planning and organising the workload.
- Experience in the development, implementation, operation and evaluation of innovative and evidence-based initiatives.
- Understanding of and commitment to the ethos of a Catholic school.

Candidates should have current and continuing Teaching Council registration.

Applicants must meet the eligibility criteria:

Fully registered under Route 1 (Primary) with the Teaching Council and have 5 years recognised teaching service, two of which must be in a recognised primary school within the Republic of Ireland.

Appointment is subject to current Teaching Council Registration, satisfactory references, Garda Vetting and Occupation Health Screening.

Applications by post only, to be received by 3pm. on Wednesday June 4th 2025 . Only those shortlisted for interview will be contacted.

#### APPLICATION REQUIREMENTS

- [Standard Application Form for Principalship/Deputy Principalship - in English](#)
- Letter of Application
- Teaching Council Registration
- Recognised Certificate to Teach Religious Education

Applications may be submitted by

- Post

#### APPLY TO THIS JOB VACANCY

**Roll Number:** 07518E  
**Apply To:** Chairperson BOM  
Deputy Principal Application  
Melview  
Longford  
N39XW13  
**County:** Longford  
**Enquiries To:** [melviewschool@gmail.com](mailto:melviewschool@gmail.com)

without the express prior written permission of IPPN.