

ADVERT ID 251329

Deputy Principal

Intermediate School Killorglin

Iveragh Road Killorglin V93NV09
<https://www.isk.ie>



MAIN DETAILS

Status: Active
Level: Post Primary
Date Posted: Wed Apr 29 2026
Application Closing Date: Fri May 15 2026
Commencement Date: Mon Aug 24 2026
Status of Post: Permanent

SCHOOL DETAILS

School Type: Secondary School
School Structure: Co-Educational
Current Enrolment: 710
Droichead school: Yes

POST DETAILS

Additional Information:

JOB SPECIFICATION

Deputy Principal (Second Deputy Principal)
 The Intermediate School Killorglin
 Under the Unitary Management of Joe O'Dwyer (the Manager)

1. Introduction

The Deputy Principal is a senior leadership position within the school, appointed by the Manager. The role supports the Principal and the existing Deputy Principal in the effective leadership, management, and administration of the school. The Deputy Principal will contribute to the strategic development of the school and ensure the highest standards of teaching, learning, care, and compliance.

This post is a Category XV Leadership Position under the relevant Department of Education circulars governing appointments to Posts of Responsibility.

2. Reporting Structure

- The Deputy Principal reports directly to the Manager.
- The Deputy Principal works collaboratively with the Principal, the existing Deputy Principal, Assistant Principals, Programme Coordinators, and all staff.

3. Key Purpose of the Role

The Deputy Principal will:

- Support the Principal in the day to day management of the school.
- Provide leadership in teaching, learning, student support, staff development, and school improvement.
- Promote a positive school culture aligned with the school's ethos and mission.
- Deputise for the Principal as required.

4. Key Duties and Responsibilities

A. Leadership & Management

- Assist the Principal in the overall leadership and management of the school.
- Lead and coordinate school development planning and policy implementation.
- Support the management of school resources, timetabling, supervision, and compliance.
- Promote a culture of high expectations, professional conduct, and continuous improvement.

B. Teaching & Learning

- Support the development and monitoring of teaching and learning standards.

- Lead initiatives in curriculum development, assessment, and digital learning.
 - Promote inclusive education and differentiated instruction.
- C. Student Support & Wellbeing
- Oversee student behaviour, attendance, punctuality, and pastoral systems.
 - Support the implementation of wellbeing frameworks and safeguarding policies.
 - Liaise with parents/guardians, external agencies, and student support teams.
- D. Staff Support & Development
- Assist in staff induction, mentoring, and professional development.
 - Support the Principal in managing staff duties, rosters, and performance processes.
 - Promote collaborative practice and distributed leadership.
- E. Administration & Compliance
- Assist with organisational planning, school events, examinations, and reporting.
 - Ensure compliance with Department of Education regulations and statutory obligations.
 - Maintain accurate records and support data driven decision making.
- F. Representation & Communication
- Represent the school at meetings, events, and external engagements as required.
 - Communicate effectively with staff, students, parents, and the wider community.
 - Deputise for the Principal when necessary.

5. Essential Criteria

Applicants must meet the following criteria:

A. Qualifications

- Fully recognised post primary teaching qualification.
- Full registration with the Teaching Council of Ireland under the appropriate route.

B. Experience

- A minimum of 5 years' whole time teaching experience (or equivalent as recognised by the Department of Education).
- Demonstrated leadership experience at school level (e.g., Assistant Principal, Programme Coordinator, Year Head, or equivalent leadership roles).

C. Competencies

Candidates must demonstrate strong evidence of:

- Leadership capacity and ability to motivate and support staff and students.
- Organisational and administrative skills, including planning and problem solving.
- Communication and interpersonal skills, with the ability to build positive relationships.
- Commitment to teaching and learning, including curriculum innovation and assessment literacy.
- Understanding of school governance, statutory obligations, and Department of Education policies.
- Commitment to the ethos and values of the voluntary secondary school sector.

6. Desirable Criteria

While not essential, the following will be considered advantageous:

- Experience in leading whole school initiatives.
- Postgraduate qualifications in leadership, education, or related fields.
- Experience with digital learning, SEN coordination, or wellbeing frameworks.
- Evidence of engagement in continuous professional development.

7. Terms of Appointment

- The appointment is made by the Manager in accordance with Department of Education regulations and relevant circulars.
- The role is a permanent post of responsibility, subject to probation where applicable.
- The Deputy Principal may be assigned additional duties by the Manager or Principal as school needs evolve.

8. Application & Selection Process

- Candidates must submit the required application form and supporting documentation by the stated deadline.
- Application forms are available on request from office@isk.ie
- Applications should include; Completed Application Form, Letter of Application, Curriculum Vitae and Teaching Council Registration details
- Closing Date: 12 Noon on Friday 15 May 2026. Late applications will not be accepted.
- Shortlisting may apply.
- Interviews will be competency based and conducted by a selection committee appointed by the Manager.

Interviews expected to take place week/ending 29/05/2026

- The successful candidate will be recommended to the Manager for appointment.

9. Appeals Process (Circular 0062/2021)

In accordance with Department of Education guidelines:

1. The appointment is subject to the Appeal System for Principal and Deputy Principal as outlined in Department of Education Circular 0062/2021.
2. Candidates may request feedback on their application or interview performance.
3. A candidate who believes that the process was not conducted in accordance with the published procedures may lodge an appeal.
4. Appeals must be submitted in writing to the Manager within the specified timeframe (typically 10 school days).
5. The appeal will be reviewed by an independent appeals officer appointed by the Manager.
6. The scope of the appeal is limited to whether the correct procedures were followed; it does not involve reassessing the candidate's merit.
7. The decision of the appeals officer will be communicated in writing and is final.

10. Additional Notes

- Duties may evolve in response to the changing needs of the school.
- The Deputy Principal is expected to uphold the ethos, mission, and values of the school at all times.
- Confidentiality, professionalism, and integrity are essential components of the role.

APPLICATION REQUIREMENTS

- [It is a requirement to hold a valid Statutory Declaration and to complete the Form of Undertaking for this position.](#)
- Letter of Application
- Referees (name, role, contact no.)
- Copy of Certificates, Diplomas, Degrees
- Teaching Council Registration
- CV (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 61360B
Apply To: Iveragh Road
Killorglin
V93NV09
County: Kerry
Enquiries To: office@isk.ie
Website: <https://www.isk.ie>

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