



## Advertisement for Deputy Principal

### The Board of Management of St Mark's JNS (19472W) wishes to advertise the role of Deputy Principal

- This appointment is being made under the terms of Circular 0063/2017.
- This appointment is being advertised both internally and Nationwide, see note below regarding eligibility.
- The successful post holder will be a member of the school's leadership and management team (ISM).
- The appointment will commence in January 2019.
- Please see attached ,the **Roles and Responsibilities** for the post. These are based on the Leadership and Management Needs and Priorities as identified by the school, following consultation and using the Leadership Framework set out in Circular 0063/2017.
- The roles and responsibilities are subject to change after review according to the procedures set out in Circular 0063/2017.

Letters of application along with the attached application form should be forwarded to:

Mr . Don Harper, Chairperson of the Board of Management, St Mark's JNS, Springfield, Tallaght, Dublin 24, D24FT95 (Registered Post is recommended.)

Dates of Posting of position: Friday **9th of November 2018 (inclusive)**

Closing Date for Applications: **Friday 23rd of November 2018 by 3.00pm**

Note:

- Teachers who are in a Permanent or Temporary Position and fully registered with the Teaching Council under regulation 2 (Primary) may apply.
- Candidates must have 5 years recognised teaching service, two of which must in a recognised Primary school within the Republic of Ireland .
- Teachers who are on approved leave, such as sick leave, maternity leave, parental leave or career break are eligible to apply for this position.

## **Roles and Responsibilities**

**Circular 0063/2017 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 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 D.P. has specific responsibility for agreed duties as listed under the the following domains:

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

### **The Deputy Principal is required to:**

1. **Have detailed knowledge of the day to day running of the school in all its aspects.** Assist the Principal in the **day to day organisation, duties and supervision of the school.**  
**Check in each morning with the Principal for briefing on the daily programme in school.**

**Meet weekly for strategic planning.**

**Meet quarterly for reflective practice.**

Organising and Monitoring **supervision** of pupils during school hours; **daily yard duty roster, standby duty, casualty and all other relevant time tabling needs.**

2. **In the absence or unavailability of the Principal, the Deputy Principal will be in charge of the school and** deputise for the Principal at school or at other school related meetings and events. The DP will be able to carry out all the duties and responsibilities of the Principal when so required, including **assuming the duties of the Child Protection Designated Liaison Person.**

3. The Deputy Principal will attend meetings on behalf of the Principal and be willing at all times **to work in partnership and as a team member in exploring the role of Leadership and Management in our school.**

4. Assisting the Board of Management and the Principal in the formulation of **school policies; over viewing the progress of the Plean Scoile & School Self Evaluation .**

Take lead responsibility, in partnership 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. Scheduling and partaking in the updating and development of curricular plans.

Assist with the drawing up of, in consultation with staff, and updating, of the school Plan and assist with the School Self Evaluation process.

**5. Responsibility** for ensuring the smooth running of **Discipline procedures**. Ensure that the school's Code of Discipline / Behaviour and Friendship & Inclusion Policy is implemented and reviewed annually. Support the principal & staff with the implementation of any revised Behaviour Policy.

Support teachers who have students with behavioural difficulties and to implement the school's Code of Behaviour

Review of all policies in consultation with the Principal and in consultation with all the stakeholders.

6. Co-facilitate the co-ordination the **Special Needs Provision** and the Special Needs Team within the school in consultation with the Principal. There are a number of duties associated with SEN which will be discussed upon appointment of the successful candidate. (e.g. SEN Timetables, Organisation of assessments, liaise with other SEN Professionals etc.)

7. Assisting with the **annual statistical** returns to the D.E.S. including census, EAL & standardised tests. **Organising and overseeing the annual EAL & standardised testing and return of numbers to the D.E.S.**

**8. The formation of incoming Junior Infants into class groups in consultation with the Principal.**

9. Represent the staff on the **Parents Association** and make arrangements , in agreement with the Principal , Staff and BOM, for effective communication with parents.

**10. Mentoring and motivating Staff** ,in co-operation with the Principal.

11. Support the Principal in the carrying out of any other duties appropriate to the role of Deputy Principal, as the need arises and as jointly agreed.

**In accordance with Circular 0063/2017 section 13.4, it should be noted that as the needs of the school continuously evolve, a review of duties may result in re-assignment of the role and responsibilities within the Leadership and Management Team.**