

Principal: Ann Marie Gurhy
Acting Deputy Principal: Mary Woods
Phone: (059) 9142705
Web: www.smgscarlow.ie
Email: smgscarlow@gmail.com



Address:
Scoil Mhuire gan Smál,
Green Lane,
Carlow, Co. Carlow.
R93 FP57

25th March, 2021

Notice of Vacancy for Deputy Principal

The Board of Management of Scoil Mhuire gan Smál hereby give notice of a vacancy for deputy principal. The appointee will become part of the leadership and management team of the school. The post is open to external candidates and a notice has been posted on www.educationposts.ie

“The deputy principal occupies a position of vital importance within the senior leadership of a school” (Circular 44/2019). The overall responsibility of the Deputy Principal is to assist the Principal in the leadership and management of the school and to deputise as the Principal in the Principal’s absence. The duties of the post are as outlined below and are subject to change and review.

Leading Teaching and Learning

- To assist the principal with the facilitation and co-ordination of School Self-Evaluation and School Improvement Planning.
- To support the principal in the co-ordination of special education needs (SEN) provision in the school.
- To manage the planning, co-ordination and implementation of agreed subject areas of choice.
- To co-ordinate the Induction and Support of NQTs.
- To foster and promote ongoing teachers’ professional development that enriches teachers’ and pupils’ learning.
- To facilitate parent information meetings and build and maintain relationships with parents.
- To promote a culture of improvement, collaboration, innovation and creativity in learning, teaching, and assessment.
- To develop educational aims and objectives, curriculum & assessment policies.
- To liaise with Principal re formulation and implementation of policy.

Managing the organisation

- To deputise for the principal in 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.
- To assist the principal in the daily organisation and supervision of the school’s activities. To contribute to the meetings and ongoing work of the in-school management team (which also includes the principal and other staff holding promotional positions).
- To advise and support the principal in auditing and reorganising the various existing duties of promotional post holders within the school.
- To share preparation (when required by the principal) for staff meetings, staff and school planning days, school calendar, staff rosters and school events.
- Participate in early-morning and other exceptional supervision duties as required.
- To assist the principal in the monitoring of school finances and the maintenance of the school’s digital and written records and registers (as required).

- To be responsible, under the Principal, for internal organisation, administration and discipline.
- To communicate Fire Evacuation Procedures and monitoring fire drills during year.

Leading school development

- To monitor and evaluate the professional performance of the school.
- To manage, lead and mediate change to respond to the evolving needs of Scoil Mhuire and to changes in education.
- To assume the role of Deputy Designated Liaison Person (DDLDP).
- To review with the principal, staff and Board of Management the school's Child Safeguarding Statement and to provide a child safeguarding statement/pack to each member of staff.
- To support the principal in maintaining Scoil Mhuire's positive school climate and in further enhancing the job-satisfaction / morale of all school staff.

Developing leadership capacity

- To 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.
- To empower staff to take on and carry out leadership roles.
- To promote and facilitate student voice.
- To build professional networks with other school leaders.

Teachers who wish to apply for the vacant leadership and management post (Deputy Principal) should do so by email to smgs.dp.applications@gmail.com addressed to the Chairperson, Board of Management by 2.00pm Friday April 16th 2021

Walter Lacey

Walter Lacey
Chairperson
Scoil Mhuire gan Smál.