

## **DEPUTY PRINCIPAL SCOIL BHRÍDE EGLANTINE**

### **Roles and Responsibilities**

**Circular 0070/2018 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 Deputy Principal will co-operate in partnership with the Principal, on a day to day basis, with the challenges and issues which arise in the fulfilment of the Principal's role.***
  - As a senior member of the school leadership, promote and engage with the school ethos and mission statement.
  - Work with the principal on reviewing the roles of responsibilities assigned to posts as per Circular 0070/2018.
- School Self Evaluation and Plean Scoile – Jointly lead the ongoing school self-evaluation process as a member of a committee along with Principal and members of the ISM team. Shared responsibilities to include all aspects of the process from selection of subject area/policy/procedure etc. to implementation of revised plan/curricular area/procedure etc.
  - Submit an annual report to the principal /BOM with reference to the duties assigned to the position.
  - Manage, with the principal, teacher accountability and planning.
  - Build and maintain relationships and communication with Parents and the PA.
  - Organise the Junior Infant Registration and Induction Process.
  - Organise Weekly Yard Supervision Rotas.
  - Organise /update school medical care plans.
  - Act as minute taker at staff meetings
  - Arrange filing of ISM and Staff Meeting Minutes.
  - Other areas as may arise, by agreement.
- ***The Deputy Principal will act or deputise as the Principal in the Principal's absence.***
- ***The Deputy Principal will work with the Principal, Assistant Principal 1, Assistant Principals 2 and teaching staff to engage with and manage a changing curriculum.***
  - 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.
  - Ensuring practical implementation of school plans.
  - Working with relevant post holders and staff to introduce new curricular structures.

- Proactively engaging with PDST and others to develop the capacity of the school to engage successfully with curricular change.
- ***The Deputy Principal will work as part of a team to maintain an orderly, adaptive, modern learning environment and infrastructure in the school.***
- Identify, with the principal and staff, infrastructural gaps arising in the school built environment and in the provision of learning resources.
  - Liaise with the principal and staff on priority areas for development.
  - Engage professionals to assist with areas for development identified.
- ***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.***
- Identify staff development needs.
  - Organise appropriate CPD for staff and teams within staff.
  - Draw on leading practice to disseminate knowledge of, and to encourage the development of, teaching and learning skills in the school.
  - Work with the principal and others in developing the ‘Droichead’ support team.
  - Engage with new staff members on areas such as school plans.
  - Organise the class booklists. Liaise and consult with class teachers and Principal regarding any proposed changes to booklists and ensure that all lists are ready for distribution as early as possible in the third term. Organise any future School Book Rental Scheme that may be introduced
- Communicate regularly with staff regarding proper and full completion of leabhair rollaí and ensure that these are updated for each new school year.
- Take ongoing responsibility for areas of the Plean Scoile, as requested by the Principal.
- Assume overall responsibility for the school during the Principal’s absences, deputise for him (and attend with him, if requested,) at various in-school and out-of-school activities.
- ***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.***
- Co-facilitate the co-ordination of the school SEN team.
  - There are a number of duties associated with SEN which will be discussed upon appointment of the successful candidate. (e.g. SEN Timetables, Organization of assessments, liaise with other SEN Professionals etc.)

**In accordance with Circular 0070/2018 , 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**