

Position advertised: **Deputy Principal**

School: **Loreto Primary School, Dalkey**

Roll No.: **19066L**

**Role and Responsibilities of the Deputy Principal in Loreto Primary School, Dalkey as they relate to the four domains of leadership and management, as outlined in Circular 070/2018**

**Domain One: Leading Teaching and Learning**

**The Deputy Principal will:**

- Lead the planning and development of the **New Primary Language curriculum**, in collaboration with the Principal, including the sourcing of resources, policy formation and new literacy initiatives.
- Lead the development, implementation and monitoring of the **Digital Strategy**, related policies and professional development.
- Co-ordinate **Special Education** provision, including roles and responsibilities, the development of policies, the sourcing of resources, continuing professional development and monitor progression of SEN pupils throughout the school and in consultation with other staff members.

**Domain Two: Managing the Organisation**

**The Deputy Principal will:**

- Liaise with the Principal regularly, including meetings outside of school hours and attendance at In-school management meetings and deputise in her absence.
- Act as the DDLP in all matters of Child protection and safeguarding.
- Co-ordinate and manage **Special Education** in the school, including overseeing and ensuring the completion of relevant timetables, SEN records for teachers, SNAs and pupils and policy formation.
- Co-ordinate with the ASD class teacher and manage new student applications, bus escorts and SNAs for the class.
- Liaise with the ASD class teacher, SENO and other outside agencies.
- Manage **First Aid co-ordination**, monitoring, resources and CPD and **Fire Safety**.
- Manage and co-ordinate the **I.C.T.** grant, IT resources/infrastructure and have responsibility for assistive technology policy, Internet/Social media Acceptable Use Policy and related resources.
- Assist the Principal in matters of Student Discipline and Early morning supervision of pupils in the Yard.
- Liaise with Principal to monitor and ensure GDPR protocols are maintained.

### **Domain Three: Leading School Development**

#### **The Deputy Principal will:**

- Continue to uphold and develop the school's ethos and religion and assist with the organisation of school **liturgical activities** such as assemblies and services, May Procession and adoration and retreats for sacrament classes.
- Lead the **School Self-Evaluation** process, in collaboration with the Principal, and the ongoing engagement of the staff and pupils in SSE while managing, leading and mediating change to respond to the evolving needs of the school and to changes in education and update policies.
- Lead and co-ordinate the development of the **Digital Strategy** for the school, including development of strategy, CPD for staff and liaising with outside agencies, parents and IT team and formulating policies.

### **Domain Four: Developing Leadership Capacity**

#### **The Deputy Principal will:**

- Lead the **Droichead** process, mentor new teachers and encourage other members of staff to apply for Droichead training.
- Review and reflect on their role and its development
- Develop and encourage leadership capacity of all staff
- Liaise with the **Student Council** and other student groups and committees
- Build professional networks with other school leaders through involvement in leadership organisations, network groups and professional development opportunities.
- Submit regular reports to the Principal, re the fulfilment of the post, which will be included in the Principal's report to the Board of Management.

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 the Principal and Deputy Principal 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. Acting as Principal does not confer automatic right of succession to Principalship.

# APPLICATION FORM FOR LORETO PRIMARY DEPUTY PRINCIPALSHIP

**DELETION OF ANY FIELD WILL INVALIDATE THIS APPLICATION**

## Applicants, please note:

- 1 If the advertisement states that electronic applications will be accepted, the Application Form should be emailed to the dedicated email address provided in the advertisement and only to that address.

If applications are required to be submitted by post, the Application Form must be sent to the Chairperson's address as specified in the advertisement.

- 2 The completed form must arrive at the dedicated email address/specified postal address on or before the date and time stated in the advertisement. Late applications will neither be accepted nor considered.
- 3 Canvassing will disqualify.
- 4 If completing this form in handwriting, please use **black ink**.
- 5 **DO NOT**
  - enclose/attach a separate letter of application or
  - enclose/attach a Curriculum Vitae or
  - enclose/attach any certificates.

The successful candidate will be required to present original documents in relation to teaching/other qualifications prior to appointment.

<b>For office use only</b>	<b>Received by:</b>	<b>Date:</b>	<b>Time:</b>
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**APPLICANT'S PERSONAL DETAILS**

<b>Name (as per Teaching Council Register)</b>			
<b>Correspondence Address</b>		<b>Mobile Phone No</b>	
		<b>Landline No.</b>	
		<b>E-mail Address</b> <i>(Please print clearly if completing in handwritten format)</i>	
<b>Total length of accredited service as a primary teacher in Ireland</b>		<b>Total length of accredited service as a primary teacher in other jurisdictions</b>	

**QUALIFICATION TO TEACH AT PRIMARY LEVEL**

<b>Qualification(s)</b>	<b>Awarding University, College or Institute</b>	<b>Final results received: Day/Month/Year</b>

**TEACHING COUNCIL REGISTRATION**

**Registration Number:** \_\_\_\_\_

**Registered under Regulation** *(please tick as appropriate):*

- Regulation 2 (Primary)
- Regulation 3 (Montessori and Other Categories)
- Regulation 4 (Post-primary)
- Regulation 5 (Further Education)

**Registration Status:** Full  Conditional

*If conditional, please state the condition(s) and the date by which each condition must be met:*

Condition 1: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Condition 2: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Condition 3: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

**Pending:** *If pending, please state the date of submission of application:* \_\_\_\_\_

**Have you completed the registration condition of Probation?** Yes  No

**If yes in what setting?** Mainstream  Restricted



ADDITIONAL QUALIFICATIONS E.G. ICT, SEN, CERTIFICATE TO TEACH RELIGION (IF APPLICABLE)			
College(s)	Qualification	Year of Award	Modules Studied

OTHER RELEVANT, NON-ACCREDITED COURSES – MOST RECENT FIRST:		
Course Provider	Duration and Year of Study	Modules Studied

**PLEASE PROVIDE A BROAD OVERVIEW OF YOUR EXPERIENCE OR KNOWLEDGE OF THE ROLE OF MANAGEMENT IN A SCHOOL CONTEXT (150 WORDS APPROX.)**

**PLEASE OUTLINE ANY PREPARATION YOU HAVE UNDERTAKEN WITHIN THE LAST FIVE YEARS TO PREPARE YOU FOR DEPUTY PRINCIPALSHIP (PROFESSIONAL DEVELOPMENT / IN-SERVICE OR OTHER FORMS OF PREPARATION)**

***(150 WORDS APPROX.)***

**DESCRIBE WHAT YOU BELIEVE TO BE THE CHARACTERISTICS OF AN EFFECTIVE SCHOOL**

**DESCRIBE WHAT YOU BELIEVE TO BE THE CHARACTERISTICS OF AN EFFECTIVE DEPUTY PRINCIPAL**

**WHAT IS YOUR PERSONAL VISION FOR THE ROLE OF DEPUTY PRINCIPAL IN A SCHOOL?**



**WHAT STRENGTHS OR QUALITIES WOULD YOU BRING TO THIS PARTICULAR POST?**

**WHAT DO YOU REGARD AS THE KEY ISSUES IN EDUCATION AND HOW DO THESE IMPACT ON THE ROLE OF DEPUTY PRINCIPAL?**

**WHY HAVE YOU APPLIED TO BECOME DEPUTY PRINCIPAL OF THIS PARTICULAR SCHOOL?**

**AREAS OF SPECIAL INTEREST – CURRICULAR /OTHER**

Area	Expertise/Experience

**OTHER RELEVANT EMPLOYMENT EXPERIENCE - MOST RECENT FIRST**

Employer/Project	Position	Duties	Dates
			From: To:
			From: To:
			From: To:
			From: To:

**ADDITIONAL INFORMATION (NOT ALREADY MENTIONED) TO SUPPORT YOUR APPLICATION.**

Empty box for additional information.

NAMES & CONTACT DETAILS OF REFEREES*			
Reference 1		Reference 2	
Name		Name	
Role		Role	
Address		Address	
Work Tel Number		Work Tel Number	
Home Tel Number		Home Tel Number	
Mobile Number		Mobile Number	
Reference 3		Reference 4	
Name		Name	
Role		Role	
Address		Address	
Work Tel Number		Work Tel Number	
Home Tel Number		Home Tel Number	
Mobile Number		Mobile Number	

**\*Please Note:**

1. Only those referees who know you in a professional capacity should be included. At least three names should be provided.
2. Close relatives and friends **should not** be listed as referees.
3. As it is probable that referees will have to be contacted outside of school times, it is crucial that phone numbers (preferably mobile numbers) outside of working hours, are given.
4. If the current employer (*where applicable*) is not named as a referee, the Selection Board reserves the right to seek a reference from the current employer.
5. The Selection Board in its sole discretion will determine the suitability of any reference. The Selection Board further reserves the right to seek from a candidate the names of additional referees.

I hereby declare that all the particulars furnished on this application form are true and correct to the best of my knowledge and that I am aware of the qualifications, requirements and particulars for this post, as set out in the advertisement and other relevant documentation.

Signature \_\_\_\_\_

Date \_\_\_\_\_