

## Note of Vacancy for Deputy Principal

5<sup>th</sup> June 2019

The Board of Management of Croí Ró Naofa JNS, hereby give notice of a vacancy for Deputy Principal. The successful candidate 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](http://www.educationposts.ie). The Role and Responsibilities of the Post are as outlined below as they relate to the four domains of leadership and management as per Circular 0070/2018.

### **Domain One: Teaching and Learning**

- Co-ordinate Special Education Needs provision in the school ensuring that pupils with SEN are identified, and receive the required educational support in so far as it is possible with our given resources.
- Manage psychological assessments / observations for pupils when required and following up on assessment reports to ensure that recommendations that apply to school are communicated to the relevant personnel and are carried out.
- Working with relevant class teachers to outline the specific duties of individual SNAs and devising Personal Pupil Plans.
- Manage the applications for SNA support and Assistive Technology etc to NCSE and other relevant forms to be completed for NCSE by key dates.
- Liaising with 'The Den' (ASD Unit) and meeting regularly with the team regarding new enrolments, applications for school transport etc.
- Liaising with HSCL teacher – meeting needs of parents of children with SEN.
- Ensuring class teachers are aware of their role in Student Support files and the development of same.
- Reviewing SEN policies and updating principal weekly on area of SEN.
- Liaising with the Deputy Principal / SEN Coordinator of Sacred Heart Senior NS re: transfer of children with SEN to the Senior School.
- Developing and reviewing the English section of the school plan in consultation with principal and staff .Organising monitoring and reviewing DEIS Plan for Literacy.
- Co-ordinate World Book Day and activities to promote positive attitudes to literacy.
- Upload Literacy and Numeracy returns as per Circulars 0056/2011 and 0018/2012.
- In consultation with staff developing and revising SPHE as new initiatives / programmes become available.
- Promoting, supporting and monitoring the delivery of Stay Safe Programme.
- Organising and actively participating in Friendship Week.

### **Domain Two: Managing the Organisation.**

- Working collaboratively with the Principal in all aspects of the school's work.
- Assist and support the Principal in the day to day management of the school and deputise for the principal in his absence.
- Meeting with SNA team to exchange information on a monthly basis.
- Acting as support and reference person to the SNA team and revising SNA policy when necessary.
- In consultation with the Principal and staff organising and compiling specific class book lists each May ensuring continuity of choice between class groupings –

regarding chosen publications and requisites, and ordering same for delivery in late August.

- Assist the Principal in the organisation of Prize Giving by purchasing of medals and plaques for individual awards.
- Assist Principal with school raffles by sending out request letters collecting donations and sending out thank you letters.

**Domain Three:                      Leading School Development**

- Assume the role of Deputy Designated Liaison Person (DDL) and assist in developing and reviewing the Child Safeguarding and Risk Assessment Statement for the school.
- Support the Principal in maintaining Croí Ró Naofa's positive school climate.
- Continue to uphold and develop the school's Catholic ethos and assist with the schools continued development in the community.
- Lead the School Self –Evaluation process in collaboration with the principal and the ongoing engagement of the staff and pupils in SSE and DEIS while managing, leading and mediating change to respond to the evolving needs of the school.
- Contribute to the meetings and ongoing work of the school management team (which includes Principal and staff holding promotional positions)
- Advise and support the Principal in auditing and reorganising the various existing duties of promotional post holders within the school.

**Domain Four:                      Developing Leadership Capacity**

- Lead the schools engagement in staff development including yearly auditing of staff professional needs, coordinating the extra hours outside of pupil contact time. Drawing up and distributing staff meeting agenda in consultation with staff and principal.
- Assist the principal in the researching and engaging personnel (own staff in first instance) and external facilitators to address priorities that arise.
- Promotion of external continuous professional development for all staff.
- Support and mentor staff to develop and encourage leadership capacity.
- Submit an Annual Report to the principal and Board of Management re the fulfilment of the post .

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The Deputy Principal occupies a position of vital importance within the senior leadership team in the 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 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.

The duties outlined above will involve considerable time outside of the normal school day and are subject to annual review. (CF. Circular 0070/2018 for further guidance.)

Applications should include a letter of application, list of referees ,details of teaching council registration and c.v.(unbound) highlighting all leadership and management experience to date .

Teachers who wish to apply for the leadership and management post should do so by post , addressed to Chairperson, c/o Croí Ró Naofa JNS , Killinarden, Tallaght , Dublin 24.