

## Deputy Principal Role

### General Responsibilities

The Deputy Principal will assist the teacher in the day to day organisation and supervision of the school. They will act for the Principal in her absence.

The Deputy Principal will liaise with the Principal in all matters regarding the tasks designated to him/her.

The Deputy Principal will act as Deputy DLP when the DLP is unavailable or when there is a conflict of interest.

As a member of the ISM (in school management team), the Deputy Principal will organise and attend regular meetings, and liaise with other senior teachers in order to maximise the effective running of the school.

The Deputy Principal will assist the Principal in managing and organising unplanned situations including teacher and SNA absences.

A review and evaluation of these duties will take place after one calendar year and on a regular basis thereafter.

### Domain One: Leading Teaching and Learning

- promote a culture of improvement, collaboration, innovation and creativity in learning, teaching and assessment
- foster a commitment to inclusion, equality of opportunity and the holistic development of each pupil
- manage the planning and implementation of the curriculum
- foster teacher professional development that enriches teachers' and pupils' learning

The Deputy Principal will:

- Manage the planning & implementation of the school curriculum with specific responsibility for the Language Curriculum.
- To improve the quality of teaching & learning of Language within the school.
- To coordinate and support other teachers & to encourage collaboration, innovation & creativity.
- To research best practice & lead new initiatives in the teaching of Language.
- To communicate the above to all staff at regular meetings.
- To liaise with Post Primary teachers in the management of accreditation programmes at Junior & Senior Post Primary levels.
- To liaise with Speech & Language Therapists to develop best methods of Communication for students in the school
- To lead decision making in the purchase of Language & Reading Programmes in consultation with the school resource teacher(s).

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

- establish an orderly, secure and healthy learning environment, and maintain it through effective communication
- manage the school's human, physical and financial resources so as to create and maintain a learning organisation
- manage challenging and complex situations in a manner that demonstrates equality, fairness and justice
- develop and implement a system to promote professional responsibility and accountability

The Deputy Principal will:

- Assist and liaise with the Principal in the safe running of the school, including informing all staff of general Health & Safety and Fire Regulations.
- Liaise and support the Principal in the managing, training and supporting the SNA staff within the school.
- Support the Principal in reviewing Pupil Care Plans within the classes to maintain SNA work allocation.
- Assist in managing SNAs on a day to day basis.
- Manage the Care of Child with Special Needs Students within the school. Specific duties include:-
  - Liaise with Liberties College Staff
  - Interviews
  - Provide in-house training & support for students
  - Provide feedback on their class placements
  - Communicate with teaching staff.
- Assist the Principal and secretaries in liaising with other students and volunteers within the school.
- Ensure all new staff members have information required to teach/ assist safely and effectively. Information to include: Child Protection Policy, Health & Safety policy, procedures including Fire Safety, accident & incident reports.
- Liaise with swimming teachers, class teachers, SNA's and volunteers to ensure the safe & efficient running of swimming within the school. This will include arranging Manual Handling Training for all involved.
- Be responsible for general supervision in the school, this will include lunch time rotas, covering breaks & teacher bus duty.
- Assist in over seeing school transport including communications with Bus Eireann, bus drivers, bus escorts and parents.
- Supervise School corridor from 8.50-9.10 & 14.15- 14.30 and the safe departure of all school buses each day.
- Support staff & pupils during and after incidents of school bereavements.
- Collaborate with the Principal in fostering Positive Behaviour Support throughout the School.
- Assist the Principal in the dissemination of information relating to Positive Behaviour Support within the School.
- Support staff & pupils during and after incidents of challenging behaviour or school bereavements.
- Attend Board of Management meetings when requested by the Board.

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

- communicate the guiding vision for the school and lead its realisation
- lead the school's engagement in a continuous process of self-evaluation
- build and maintain relationships with parents, with other schools, and with the wider community
- manage, lead and mediate change to respond to the evolving needs of the school and to changes in education

The Deputy Principal will:

- Collaborate with the Principal to foster positive home/school relations with parents.
- engage with planning for the school in the following ways, by
- Planning for Sharing attendance at school events/ functions and meetings.
- Helping to research and formulate school policies and plans.
- Sharing preparation for:
  - Staff meetings.
  - Staff and School planning days.
  - Parent/Teacher meeting schedules.
  - Whole School Evaluations.
  - School Calendar.
  - School events.
- Support the Principal in the construction and dissemination of a termly school newsletter as a means of maintaining positive relationships with all school partners.

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

- critique their practice as leaders and develop their understanding of effective and sustainable leadership
- empower staff to take on and carry out leadership roles
- promote and facilitate the development of pupil voice, pupil participation, and pupil leadership
- build professional networks with other school leaders

The Deputy Principal will:

- Give a lead to all staff members in the implementation of all policies, procedures and practices.
- Show general leadership and empower both staff and pupils to take on joint leadership roles.
- Promote and encourage pupil participation in decision making within the school.
- Maintain links with local primary and secondary schools.
- Develop a network with relevant school leaders.

**APPLICATION FORM FOR PRIMARY PRINCIPALSHIP AND DEPUTY PRINCIPALSHIP (OPEN COMPETITION)**

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

Position Advertised, i.e. Principal or Deputy Principal	Name and Address of School	School Roll Number

**Applicants, please note:**

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

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

2 The completed Application 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 Please do not enclose/attach a Curriculum Vitae

6 Do not enclose a separate letter of application or copies of certificates etc, unless specifically requested in the advertisement.

7 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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**Data Protection - Privacy Notice:**

*All personal information provided on this Application Form will be stored securely by the Board of Management and will be used solely for the purposes of the recruitment process. This information will be retained for the period set out in the relevant appointment procedures, issued by the Department of Education and Skills. In the case of a successful candidate, the information will be retained for the duration of employment and a minimum of one year thereafter. Personal information will be disclosed only to the Interview Board, and will not be disclosed to any other external third party without your consent, except where necessary to comply with statutory requirements or seeking references. You may, at any time, make a request for access to the information held about you as outlined. Should you wish to make any changes, or erasures to any of the information stored about you within the relevant retention period, please contact the Board of Management at the above address.*

APPLICATION FORM FOR PRIMARY PRINCIPALSHIP AND DEPUTY PRINCIPALSHIP (OPEN COMPETITION)

APPLICANT'S PERSONAL DETAILS			
<b>Name (as per Teaching Council Register)</b>			
<b>Correspondence Address</b>		<b>Mobile Phone No</b>	
Address Line 1:			
Address Line 2:		<b>Landline No.</b>	
Address Line 3:		<b>E-mail Address</b> <i>(Please print clearly if completing in handwritten format)</i>	
Eircode:			
<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			
<b>Registration Number:</b> _____			
<b>Registered under Regulation</b> <i>(please tick as appropriate):</i>			
Route 1 (Primary)		<input type="checkbox"/>	
Route 2 (Post-primary)		<input type="checkbox"/>	
Route 3 (Further Education)		<input type="checkbox"/>	
Route 4 (Other)		<input type="checkbox"/>	
<b>Registration Status:</b> Full <input type="checkbox"/>		Conditional	<input type="checkbox"/>
Please refer to Circular 0044/2019 Eligibility Criteria For Appointment As Principal and Deputy Principal			
<i>If registration is conditional, please state the condition(s) and the date by which each condition must be met:</i>			
Condition 1: _____		Expiry Date: _____	
Condition 2: _____		Expiry Date: _____	
Condition 3: _____		Expiry Date: _____	
<b>Pending:</b> <i>If pending, please state the date of submission of application:</i> _____			

**APPLICATION FORM FOR PRIMARY PRINCIPALSHIP AND DEPUTY PRINCIPALSHIP (OPEN COMPETITION)**

<b>DETAILS OF ACADEMIC QUALIFICATIONS – MOST RECENT FIRST</b>			
INCLUDE UNDER- GRADUATE & POST-GRADUATE QUALIFICATIONS. THE SUCCESSFUL CANDIDATE WILL BE ASKED TO PRESENT ORIGINAL DOCUMENTS			
<b>Qualification</b>	<b>Awarding University, College or Institute</b>	<b>Length of Course</b>	<b>Final results received: Day/Month/Year</b>

<b>TEACHING EXPERIENCE - MOST RECENT FIRST (IF NECESSARY EXPAND THE SECTION OR USE ADDITIONAL PAGES IF COMPLETING IN HANDWRITTEN FORMAT).</b>			
<b>School Name &amp; Address</b>	<b>Dates of service in the school</b>	<b>Position(s) held</b>	<b>Dates</b>
			From: To:
			From: To:
			From: To:
			From: To:
			From: To:

<b>LEADERSHIP AND MANAGEMENT/POST(S) OF RESPONSIBILITY HELD (IF ANY) – MOST RECENT FIRST</b>			
<b>School Name</b>	<b>Address</b>	<b>Position(s) held</b>	<b>Dates</b>
			From: To:
			From: To:
			From: To:
			From: To:

**APPLICATION FORM FOR PRIMARY PRINCIPALSHIP AND DEPUTY PRINCIPALSHIP (OPEN COMPETITION)**

<b>OTHER RELEVANT EMPLOYMENT EXPERIENCE - MOST RECENT FIRST</b>			
<b>Employer/Project</b>	<b>Position</b>	<b>Duties</b>	<b>Dates</b>
			From: To:
			From: To:
			From: To:
<b>ADDITIONAL QUALIFICATIONS E.G. ICT, SEN, CERTIFICATE TO TEACH RELIGION (WHERE APPLICABLE)</b>			
<b>College(s)</b>	<b>Qualification</b>	<b>Year of Award</b>	<b>Modules Studied</b>
<b>OTHER RELEVANT, NON-ACCREDITED COURSES – MOST RECENT FIRST:</b>			
<b>Course Provider</b>	<b>Duration and Year of Study</b>	<b>Modules Studied</b>	
<b>AREAS OF SPECIAL INTEREST – CURRICULAR /OTHER</b>			
<b>Area</b>	<b>Expertise/Experience</b>		

## APPLICATION FORM FOR PRIMARY PRINCIPALSHIP AND DEPUTY PRINCIPALSHIP (OPEN COMPETITION)

### LEADERSHIP AND MANAGEMENT FRAMEWORK

The Quality Framework for Leadership and Management in Irish schools, set out in *LOOKING AT OUR SCHOOLS 2016 - a Quality Framework*, provides a common understanding and language around the organisation and practice of leadership and management roles in Irish schools. It identifies the key leadership and management areas in a school (domains), namely:

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

These domains are then further divided into various content *standards* for each domain.

### GUIDANCE FOR THE COMPLETION OF THE FOLLOWING COMPETENCY SECTION

Under each competency heading, please describe some of your personal achievements that demonstrate the necessary skills and qualities required for the position of School Principal/Deputy Principal. Please illustrate with examples.

Boxes may be expanded as required.

### COMPETENCY/DOMAIN 1: LEADING TEACHING AND LEARNING

#### **School leaders:**

- promote a culture of improvement, collaboration, innovation and creativity in learning, teaching and assessment
- foster a commitment to inclusion, equality of opportunity and the holistic development of each pupil
- manage the planning and implementation of the school curriculum
- foster teacher professional development that enriches teachers' and pupils' learning

Summarise your experience/key achievements to date under this criterion. Please illustrate with examples which effectively demonstrate your competency under this domain.

**APPLICATION FORM FOR PRIMARY PRINCIPALSHIP AND DEPUTY PRINCIPALSHIP (OPEN COMPETITION)**

**COMPETENCY/DOMAIN 2: MANAGING THE ORGANISATION**

***School leaders:***

- establish an orderly, secure and healthy learning environment, and maintain it through effective communication
- manage the school's human, physical and financial resources so as to create and maintain a learning organisation
- manage challenging and complex situations in a manner that demonstrates equality, fairness and justice
- develop and implement a system to promote professional responsibility and accountability

Summarise your experience/key achievements to date under this criterion. Please illustrate with examples which effectively demonstrate your competency under this domain.

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**COMPETENCY/DOMAIN 3: LEADING SCHOOL DEVELOPMENT**

***School leaders:***

- communicate the guiding vision for the school and lead its realisation in the context of the school's characteristic spirit
- lead the school's engagement in a continuous process of self-evaluation
- build and maintain relationships with parents, with other schools, and with the wider community
- manage, lead and mediate change to respond to the evolving needs of the school and to changes in education

Summarise your experience/key achievements to date under this criterion. Please illustrate with examples which effectively demonstrate your competency under this domain.

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**Domain Four: Developing leadership capacity**

***School leaders:***

- critique their practice as leaders and develop their understanding of effective and sustainable leadership
- empower staff to take on and carry out leadership roles
- promote and facilitate the development of pupil voice, pupil participation, and pupil leadership
- build professional networks with other school leaders

Summarise your experience/key achievements to date under this criterion. Please illustrate with examples which effectively demonstrate your competency under this domain.

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**Personal Statement**

Please use this section to provide further information in support of your application for Principal/Deputy Principal in this school. [Max. 250 words]

Empty text area for the personal statement.

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<b>NAMES &amp; CONTACT DETAILS OF REFEREES*</b>			
<b>Referee 1</b>		<b>Referee 2</b>	
Name		Name	
Role		Role	
Address		Address	
Work Tel Number		Work Tel Number	
Home Tel Number		Home Tel Number	
Mobile Number		Mobile Number	
<b>Referee 3</b>			
Name			
Role			
Address			
Work Tel Number			
Home Tel Number			
Mobile Number			

**\*Please Note:**

1. Only those referees who know you in a professional capacity should be included. 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. Referees will be contacted by a nominated Interview Board member as soon as possible after the interviews have been completed, if you are deemed to be considered an appointable candidate. If the current employer (*where applicable*) is not named as a referee, the Interview Board reserves the right to seek a reference from the current employer.
5. The Interview Board in its sole discretion will determine the suitability of any reference. The Interview 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 \_\_\_\_\_