

ADVERT ID 147376

## Principal Teacher

### St Andrew's College

Boosterstown Avenue Blackrock Co Dublin Dublin  
<https://www.st-andrews.ie>



#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Primary  
**Date Posted:** Thu Mar 18 2021 13:16:21  
**Application Closing Date:** Fri Apr 9 2021  
**Commencement Date:** Tue Aug 3 2021  
**Status of Post:** Permanent

#### SCHOOL DETAILS

**School Type:** Secondary School  
**School Structure:** Co-Educational  
**Current Enrolment:** 987

#### POST DETAILS

##### Additional Information:

Junior School Principal

Job Specification March 2021

The St Andrew's College Junior School Principal is the professional and administrative Head of the Junior School. Reporting to the Headmistress, the Junior School Principal's role is to lead and manage the school in the achievement of its philosophy and ethos in a manner consistent with the school's Mission Statement, College policies, and all statutory and regulatory requirements.

The Junior School Principal is employed by the Board of Governors for the effective day to-day operation of the Junior School and for all other delegated responsibilities. The Junior School Principal's management role involves four main areas of responsibility. In each of these areas the Junior School Principal will implement Board approved policies and prepare the supporting procedures to ensure that these policies are effectively implemented.

In the role of the Educational / Pedagogical Leader

- The Junior School Principal will effectively lead the teaching staff in the planning, implementation and evaluation of educational programmes designed to deliver the Irish Primary Curriculum as well as other adopted or required national and / or local initiatives and curriculum goals/aims.
- The Junior School Principal will ensure that all teaching and learning effectively contributes to coherent, balanced and equitable programmes that reflect national established school targets promoting and supporting both in-school learning and co-curricular activities.
- The Junior School Principal will also ensure that programmes are adapted to the specific learning needs of individual children and, in consultation with the Headmistress, will enlist the assistance of specialist agencies when and if necessary.
- The Junior School Principal will ensure that all student progress and achievement in all programmes is effectively monitored, recorded and reported to the parents/guardians and to the students themselves.

In the role of the Professional Leader

- The Junior School Principal will be a visible, strong leader with an effective, well-developed educational orientated skill-set that includes:
  - ? Excellent interpersonal skills
  - ? Commitment to the development of children
  - ? Strong oral and written communication skills

- ? Calm logical approach
- ? Strategic planner and goal setter
- ? Efficient administration capabilities
- ? Problem solver and decision maker
- ? Effective team leader

- b) The Junior School Principal will ensure the employment of competent staff in all areas of the Junior School through the effective implementation of the school's personnel policies.
- c) The Junior School Principal has responsibility for on-going staff appraisal, for the professional development and learning of staff through an approved professional development programme, and for staff discipline and professional conduct as specified in the appropriate collective and individual contracts and school policies.
- d) The Junior School Principal will be an effective role model for staff, students and the wider school community in terms of how they present and conduct themselves both professionally and personally within and outside the school.

In the role of the Administrator

- a) The Junior School Principal will oversee all aspects of Junior School organisation and management, including day-to-day financial management of the approved Junior School budget. The Junior School Principal will supply such information as may be required by the Headmistress and Board of Management or statutory bodies.
- b) The Junior School Principal is responsible for constructing the academic, sporting and extracurricular timetables for the Junior School.
- c) The Junior School Principal will liaise with the Headmistress regarding all property matters.
- d) The Junior School Principal will ensure adherence to all school rules and regulations. The Junior School Principal will provide effective management of the Junior School's buildings, equipment and grounds to ensure that the environment is clean, safe and contributes to positive educational outcomes.

The Junior School Principal will manage Junior School admissions and liaise with the Admission Secretary and the Headmistress regarding admissions. Special attention should be given to the Admissions Policy for the College. All admissions to the Junior School must be approved by the Headmistress in advance of places being offered.

In the role of the Communicator

- a) The Junior School Principal will report regularly and effectively to the Headmistress on management issues and on the progress toward, and the attainment of, educational and strategic goals. This evidence will be provided on a planned basis and indicate the extent to which policy and performance objectives have been met and guidelines and procedures followed.
- b) The Junior School Principal will liaise effectively with the Headmistress at all times over matters of mutual interest or concern.
- c) The Junior School Principal will provide effective professional and timely advice so that the Headmistress can report to the Board of Management.
- d) The Junior School Principal will facilitate a harmonious working relationship between the Board of Management and the school staff.
- e) The Junior School Principal will brief staff on all aspects of school management and administration to ensure that effective communication networks operate within the school, to foster positive staff relationships and to provide staff with the opportunity to participate in and contribute to decision-making within the school.
- f) The Junior School Principal will promote a climate of trust, co-operation, support and goodwill between the school, key stakeholders and the community it serves.
- g) The Junior School Principal will maintain a system of effective communication and consultation between the school, staff, students, parents and wider community.
- h) The Junior School Principal will encourage and facilitate parental involvement in the school. It is the Junior School Principal's responsibility to report regularly to parents/guardians on their children's progress in the school and to the community at large on the school's progress towards the achievement of educational and strategic goals/aims.

The Application Form, accompanying documentation and any additional information required may be requested from John Ingram, Adviser to the Board of Governors [jingram@st-andrews.ie](mailto:jingram@st-andrews.ie)

Completed documentation should be then emailed to [jingram@st-andrews.ie](mailto:jingram@st-andrews.ie)

Closing date for receipt of applications is:  
Friday, 9th April, 2021 at 10.00am

St Andrew's College Dublin is an equal opportunities employer

## APPLICATION REQUIREMENTS

- CV (Unbound/Slide Binder)

Applications may be submitted by

- Email

#### APPLY TO THIS JOB VACANCY

**Roll Number:** 60650F  
**Apply To:** Mr John Ingram  
Booterstown Avenue  
Blackrock  
Co Dublin  
Dublin  
**County:** Dublin  
**Postal District:** County Dublin  
**Enquiries To:** [jingram@st-andrews.ie](mailto:jingram@st-andrews.ie)  
35312882785  
**Website:** <https://www.st-andrews.ie>

Information contained within this advertisement is copyrighted by IPPN and licensed by IPPN for use by job-seekers only. The information herein may not be downloaded, copied or used for any other purposes, including its replication on other recruitment & advertising websites, without the express prior written permission of IPPN.