

ADVERT ID 231855

## Deputy Principal

### Scoil Naomh Colmcille

Durrow Durrow Tullamore R35 XY40

#### MAIN DETAILS

**Status:** Active  
**Level:** Primary  
**Date Posted:** Tue Apr 8 2025 13:00:24  
**Application Closing Date:** Wed Apr 30 2025  
**Commencement Date:** Thu Aug 28 2025  
**Status of Post:** Permanent



#### SCHOOL DETAILS

**School Type:** Mainstream  
**School Structure:** Vertical  
**Gender:** Co-Educational  
**School Patronage:** Catholic  
**Total No. of Teaching Staff:** 13  
**Current Enrolment:** 207  
**Droichead school:** Yes

#### POST DETAILS

##### Panel of Applicants:

An internal panel of suitable applicants may be set up to fill vacancies which may occur within a specific time period (four months for teacher posts and the duration of the school year for SNA posts) from the date on which the Board approves the successful candidate.

##### Additional Information:

Scoil Naomh Colmcille Durrow is under the Patronage of the Bishop of Meath Dr. Tom Deenihan, Roll Number:17508H, is inviting applications for the position of Deputy Principal. This is a permanent position. The appointment will be made via open competition.

Circular 0044/2019 states: 'While the Principal is ultimately responsible to the Board of Management, as appropriate, for the leadership and management 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 deputizes as the Principal in the Principal's absence'.

In accordance with Circular 0044/2019, it should be noted that as the needs of the school continuously evolve, a review of duties may result in reassignment of the role and responsibilities within the leadership and management team.

The Deputy Principal will work with the Principal and the In-School Leadership Team to support and develop effective leadership within the school.

Specific Roles and Responsibilities for this position relate to the four domains of Leadership and Management as outlined in circular 0044/2019 as follows:

1. Leading Teaching and Learning

2. Managing the Organisation
3. Leading School Development
4. Developing Leadership Capacity

Shortlisting and the interview process will be based on the four domains and as well as the following criteria:

In line with the above domains and working closely with the Principal, the duties attached to the role involve:

1. Understanding of and commitment to the catholic ethos, values and traditions of the school. The candidate must have a certificate to teach religion.
2. Proven leadership skills with day-to-day management of resources and personnel.
3. Whole school curricular planning and development, policy development and implementation, prioritising, planning and organising the workload.
4. A proven ability to work collaboratively with all staff members, the Board of Management and the wider community with effective interpersonal, communication and people management skills.
5. Demonstrate a capacity and knowledge of; special educational needs, with particular emphasis on working with pupils with an Autism diagnosis, inclusive education and diversity in education.
6. Experience in the development, implementation, operation and evaluation of innovative and evidence-based initiatives.
7. An understanding of School Self-Evaluation (SSE) and school improvement processes.
8. An ability to work with staff and outside agencies to promote child safeguarding and pupil wellbeing and provide children with the knowledge, skills and competencies to help them deal with challenges.
9. Long-term strategic planning for the development of the school.
10. Ability to partake in mentoring programmes and initiatives.
11. Evidence of a high level of commitment to Continuous Professional Development.

Applicants must meet the eligibility criteria:

- Candidates should have current and continuing Teaching Council registration and show evidence of and commitment to ongoing Professional Development.

- Fully registered under Route 1 (Primary) with the Teaching Council and have 5 years recognised teaching service, two of which must be in a recognised primary school within the Republic of Ireland.

Applications by email only to [durrowposts@durrowns.com](mailto:durrowposts@durrowns.com) (marked Deputy Principal Vacancy) to the Chairperson of the Board of Management.

## APPLICATION REQUIREMENTS

- [Standard Application Form for Principalship/Deputy Principalship - in English](#)
- Letter of Application
- Referees (name, role, contact no.)
- Copy of Certificates, Diplomas, Degrees
- Teaching Council Registration
- Recognised Certificate to Teach Religious Education

Applications may be submitted by

- Email

**APPLY TO THIS JOB VACANCY**

**Roll Number:** 17508H  
**Apply To:** email: [durrowposts@durrowns.com](mailto:durrowposts@durrowns.com)  
**County:** Offaly  
**Enquiries To:** [info@durrowns.com](mailto:info@durrowns.com)  
**Application Form:** [Application-Form-for-Primary-Principalship-and-Deputy-Principalship-Open-Competition-1.pdf](#)

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