

ADVERT ID 232994

Deputy Principal

SN Talamh na Coille

Woodland NS Letterkenny F92 FF84
<https://www.woodlandns.ie>

MAIN DETAILS

Status: Active
Level: Primary
Date Posted: Mon Apr 28 2025 13:10:40
Application Closing Date: Mon May 12 2025
Commencement Date: Thu Aug 28 2025
Status of Post: Permanent

SCHOOL DETAILS

School Type: Mainstream with Special Classes
School Structure: Vertical
Gender: Co-Educational
School Patronage: Catholic
Total No. of Teaching Staff: 36
Current Enrolment: 490
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:

Woodland NS, a Catholic School under the patronage of the Diocese of Raphoe, is inviting applications for the permanent position of Administrative Deputy Principal, commencing 28th August 2025.

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.

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 include:

Domain One: Leading Teaching and Learning
Co-ordinator of special education needs (SEN) provision in the school
Promote best practice in the area of Special Education
Manage the Continuum of Support and Register of Care Needs throughout the school
In consultation with the principal, manage SNA allocation and deployment

Liaise with various outside agencies in the area of special education e.g. NEPS, SENO, AON, CDNT, Primary Care, NCSE
Support staff with student support files and care plans
Organise SET support throughout the school
Hold regular SEN team meetings for planning and collaboration
Support staff in all areas relating to SEN within the school

Domain Two: Managing the Organisation

Deputise for the principal in her absence or unavailability, at school or at other school-related meetings and events. The deputy principal carries out all the duties and responsibilities of the principal when so required
Maintain, develop and support positive relationships with parents across the school
Support the principal with the Admissions process for ASD classes and classes for children with specific speech and language disorders
Assist the principal in the daily organisation and supervision of the school's activities.
Contribute to the meetings and ongoing work of the leadership and management team
Advise and support the principal in auditing and reorganising the various existing duties of assistant principal posts within the school
Shared preparation (when required by the principal) for staff meetings, staff & school planning days, school calendar, staff rosters and school events
In consultation with the principal, approve payments from the school
In consultation with the principal, approve OLCS data when and if needed
Assist the principal in the maintenance of the school's digital and written records and registers
Supervise pupils on their arrival to school each morning and their departure each evening

Domain Three: Leading School Development

Assume the role of Deputy Designated Liaison Person (DDLDP)
Monitor and review the school's RSE and Stay Safe Policy
Manage the school's policy and procedures for the administration of medications
In cooperation with the school's AP1 holder, formulate and support the implementation of the literacy component of the school plan
Support the principal in maintaining the positive school climate of Woodland NS
Occasionally lead other curricular/organisational policy committees, in consultation with the principal, in order to meet the needs and priorities of the school
Be an integral part of the Care Team and Critical incident Management team

Domain Four: Developing Leadership Capacity

Assist the principal in the promotion of targeted in-house and external continuous professional development opportunities for staff, thus contributing to their professional growth and also ensuring that the strategic needs of the school are being met
Give periodic updates and presentations during staff meetings and other inservice gatherings
Support staff in preparing for and attending meetings
Support and develop the model of distributed leadership across the school
Attend community of Practice for Deputy Principals meetings regularly throughout the year

APPLICATION REQUIREMENTS

- [Standard Application Form for Principalship/Deputy Principalship - in English](#)
- Letter of Application
- Referees (name, role, contact no.)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 17728V
Apply To: deputyprincipalwoodlands@gmail.com
County: Donegal
Enquiries To: woodlandnationalschool@gmail.com
Website: <https://www.woodlandns.ie>
Further Information: <https://woodlandns.ie/>

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