

ADVERT ID 234572

Deputy Principal

St Mary's Special School

Johnstown Educational Campus Johnstown Navan C15PFK7
<https://stmarysspecialschooljohnstown.com/>

MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Thu May 15 2025
Application Closing Date: Thu May 29 2025
Commencement Date: Mon Sep 1 2025
Status of Post: Permanent

SCHOOL DETAILS

School Type: Special School
School Structure: Vertical
Gender: Co-Educational
School Patronage: Catholic
Total No. of Teaching Staff: 19
Current Enrolment: 84
Droichead school: No

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:

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St. Mary's Special School In Johnstown, Navan (under the Patronage of the Bishop of Meath Dr. Tom Deenihan), Roll Number: 19560T is inviting applications for the position of Deputy Principal. This is for an administrative Deputy Principal permanent position. The appointment will be made via open competition.

Applicants must meet the eligibility criteria:

The candidate must be fully registered under Route 1 (Primary), Route 4 (Other) or Route 2 (Post Primary) with the teaching council and have 5 years recognized teaching service, two if which must be in a recognized primary school or post primary school within the Republic of Ireland.

The Deputy Principal, along with the Principal and the Leadership and Management team, will work collaboratively to ensure the effective management of our school.

St. Mary's Special school caters for pupils from 5 to 18yrs under the following categories:

- Moderate GLD – Primary and Post –Primary
- Severe & Profound GLD –non-medical complex needs – Primary and Post Primary
- ASD- Primary and Post Primary
- Severe & Profound GLD with complex medical needs – Primary and Post Primary

Circular 0044/2019 states "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 deputises 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 roles and responsibilities of the post are determined by the four domains of leadership and management as specified in DES Circular 0044/2019.

1. Leading teaching and Learning
2. Managing the Organisation
3. Leading School Development
4. Developing Leadership Capacity

The following skills, knowledge, experience and competencies are desirable:

- A knowledge of and a commitment to the Catholic ethos of our school.
- An excellent knowledge and understanding of Leadership, Management and Administration in a primary school setting.
- A high level of understanding and knowledge in the area of Special Education, inclusive Education and Diversity in Education.
- Effective interpersonal and communication skills and a proven capacity in successfully leading others, as well as the flexibility to meet the daily needs of the school.
- Evidence of and a high commitment to CPD.
- A commitment to shared leadership and a willingness to delegate, develop leadership capacity and to empower others.
- A proven ability to work collaboratively with all staff members, Board of Management and the wider school community in policy development and implementation.
- Lead reflective practice in relation to SSE, working with Assistant Principals, teachers, students and parents.
- Ability to promote a culture of learning and creativity in the school.
- Ability to engage in whole school curricular development, policy development, day-to-day management of resources and personnel and long-term strategic planning for the future development of the school.
- Holding a Graduate Diploma in Inclusive and Special Education and/or a Post Graduate Diploma in School Leadership would be an advantage.

There is a minimum number of applications required for the competition to proceed at 4 applications.

Applications by post only (marked Deputy Principal Vacancy) to the Chairperson of the Board of Management, at the following address:

Chairperson of the Board of Management,
St. Mary's Special School,
Johnstown Educational Campus,
Navan,
Co. Meath.
Eircode: C15 PFK7

APPLICATION REQUIREMENTS

- [It is a requirement to hold a valid Statutory Declaration and to complete the Form of Undertaking for this position.](#)
- [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

- Post

APPLY TO THIS JOB VACANCY

Roll Number: 19560T
Apply To: St. Mary's Special School.
Johnstown Educational Campus,
Johnstown,
Navan,
Co. Meath.
Eircode: C15 PFK7
County: Meath
Enquiries To: smspschoolnavan@gmail.com
Website: <https://stmarysspecialschooljohnstown.com/>

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