ADVERT ID 264237

Deputy Principal

Citywest Community Special School

Citywest Dublin 24 Dublin

MAIN DETAILS

Status:	Active
Level:	Primary
Date Posted:	Tue Nov 17 2026
Application Closing Date:	Tue Dec 1 2026
Commencement Date:	Mon Jan 4 2027
Status of Post:	Permanent

SCHOOL DETAILS

School Type:	Special School
Gender:	Co-Educational
School Patronage:	ETB
Total No. of Teaching Staff:	4
Droichead school:	Yes

POST DETAILS

Additional Information:

DDLETB invites applications from suitably qualified persons for the post of Administrative Deputy Principal Teacher of Citywest Community Special School under a permanent contract of employment to take effect immediately at the conclusion of the recruitment process.

Citywest Community Special School (CCSS) is a Community Special School that will provide for the needs of students with autism and complex learning needs with a moderate or severe/profound general learning disability. It will cater for students who require the support of a special school, from the beginning of primary school to eighteen years of age.

This new developing school will be located in west County Dublin. The school will open with Principal, an Administrative Deputy Principal and 5 teaching staff to cater for special classes. As Citywest is a developing school, the long-term enrolment of children in the school is expected to grow from 2026 onwards.

All applicants must fully registered under be route 1 (Primary), Route 4 (Other) or Route 2 (Post Primary) registered and meet all eligibility criteria set out in in ‘Appointment Procedures for the Principal and Deputy Principal’ CL0044/2019. Have 5 years recognised teaching service, two of which must be in a recognised school with the Republic of Ireland.

The roles and responsibilities of the post relate to the four domains of leadership and management as outlined in DES Circular 0044/2019:

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

The obligations of the Deputy Principal in general terms are as follows, without prejudice to the generality of the functions of the Principal:

The Deputy Principal works with the Principal in relation to the internal organisation,

management and discipline of the school, including the assignment of duties to members of the teaching and non-teaching staff.
The Deputy Principal works with the Principal to ensure that the Board of Management's policies, procedures, guidelines and requirements are adhered to.
The Deputy Principal is required to be fully familiar with the Child Protection Guidelines and it is normal for the Deputy Principal to be the Deputy Designated Liaison Person (DDLP) in the absence of the Principal.
The Deputy Principal in collaboration with the Principal has a range of statutory functions and obligations as outlined in legislation. Such statutory functions are implied into the Contract of Employment.
In the Community and Comprehensive sector, the Deputy Principal shall carry out functions as outlined in the Deed of Trust/Articles of Management, in collaboration with the Principal.
Ability to lead and support other staff within the school which impacts on standards and achievements.
Ability to communicate effectively, orally and in writing to a range of audiences; e.g. staff, pupils, BOM, parents.
Ability to use data management systems.
Understanding of and commitment to nurture and inclusion, and their impact upon learning.
High expectations and standards of achievement and behaviour and school culture.
Good knowledge of the Curriculum and frameworks for leading a Primary School setting.
Ability and willingness to work collaboratively and supportively within the school team, making positive contributions to Assessment, SEN and the School Improvement Plan.
An understanding of the need for confidentiality and safeguarding within a leadership role.
Experience and/or training related to an aspect of leadership and management.
Background in Behaviour management and Whole School Assessment.
Knowledge of Health and Safety requirements in schools.

It is a requirement to hold a valid Statutory Declaration and to complete the Form of Undertaking for this position upon offer of employment.

APPLICATION REQUIREMENTS

- Standard Application Form for Principalship/Deputy Principalship - in English

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number:	20607D
Apply To:	Apply using the Education Posts standard application form for Principalship/Deputy Principalship, send by email to cnsposts@ddletb.ie before 4 pm on Tuesday 1st December 2026. Shortlisting may take place, no late applications will be considered.
County:	Dublin
Postal District:	Dublin 24

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.