

JOB DESCRIPTION DEPUTY PRINCIPAL

The Deputy Principal works closely with the Principal in relation to the day to day management of the school as provided for in legislation/circulars/Deeds of Trust and other relevant communications.

Statutory Requirements:

The statutory functions of the Deputy Principal are set out in Sections 22 and 23 of the Education Act 1998.

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 Designated Liaison Person (DLP) 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.

In conjunction with the key roles and responsibilities outlined in the Education Acts the following is an example of a job description for the role of Deputy Principal in a school.

KEY ROLE:

Leader – Teaching and Learning

- Establish and promote high standards and expectations for all students and staff for academic performance, engagement, learning, behaviour and social skills.
- Effectively implement appropriate modern teaching and learning strategies to the benefit of student achievement and school performance.
- Actively promote their own continuous professional development and that of staff and ensure that it is in line with the overall goals, plans and targets of the school.

- Be responsible for the creation, together with the students, board, parents of students and the teachers, of a school environment which is supportive of learning and high achievement among the students.
- Continuously develop and prioritise, in conjunction with staff, a timetable, a curriculum, instructional methodologies and school plans that best meet the needs of the entire student population and in accordance with Department of Education and Skills and the relevant sector regulations and guidelines.
- Ensure that the education provided in the school is constantly supervised and evaluated. Ensure that strategies, measures, methodologies, improvement plans and targets are put in place to ensure best practise and standards of teaching and learning are being achieved.
- Develop and provide appropriate learning and curricular programmes to meet the needs of all students in the school and ensure the diversity of the student population is being catered for.

Leader – School Development

- Put in place comprehensive school development/education plans, following consultation with staff and BOM and parents/guardians and other relevant stakeholders.
- Develop, implement, evaluate and update procedures and systems for the operation and functioning of the school; ensuring compliance with legislation (Education, Employment Law, Child Protection), Department and relevant sector regulations, philosophy and values.
- Strategically develop the expertise and capability of the staff in line with the School Development Plans, School Vision and Culture.
- Establish structures in the school that facilitate a) excellence in teaching and learning (b) which support and cultivate a community of learning (c) development of a management tier devoted to the key objectives of the school
- Implement the policies and decisions of Board of Management, the Minister and Department of Education and Skills in such a way as to enhance the school offering.
- Set a system for constant re-evaluation of the purpose, objectives and activities of the school in line with School Self Evaluation Guidelines from the Department of Education & Skills Guidelines.

Leader – People and Teams

- Lead, motivate and manage the teaching and ancillary staff in the school to achieve excellence in their work; through the use of good industrial relations, systems, planning and evaluation, team work/support, organisation and communications.
- Set high standards of work and behaviour and be actively involved in probation, performance management and appraisal of staff through the agreed systems.
- Actively manage difficult employment issues when necessary, following agreed procedures, using appropriate action, support and advice in collaboration with the Principal.
- Ensure adherence to child protection, health, safety and welfare for students, staff and visitors.

- Foster and maintain excellent professional working relationships with all staff in the school, ensuring effective delegation and support.
- Establish a strong organisation structure within the school with clearly defined roles and responsibility among the various categories of staff, in line with staff skills and talents.

Communication

- In collaboration with the Principal set up excellent communication structures/policies and procedures with staff, students, parents/guardians, Board of Management and all partners and stakeholders.
- Set a standard and code for communications in the school in terms of tone, response, methods and appropriateness.
- Set up good communication structures to the wider community from the school and to ensure that the school has effective and positive public relations.
- Embrace modern methods of communication e.g. on line, bulletin boards, Information technology systems etc.

Organisational Management and Administrative Skills

- Set an organisational timetable /calendar for the school regarding administrative matters such as Department returns.
- Set an organisational timetable /calendar for the school regarding Health and safety drills, actions, checks and safety statement reviews.
- The Deputy Principal consults with the Principal and the senior management team on matters related to the administration and management of the school as appropriate.
- Establish effective data management systems such as student records, teacher records, attendance, purchasing procedures, and timetables
- Ensure the facilities and assets of the school are maintained and managed to the highest standards.
- Lead the school in ensuring that all administrative matters are dealt with effectively and on time.

Self-Awareness and Self-Management

- Set a good standard of professional interactions and ensure excellent relationship boundaries are in place.
- Be aware of own skill set and traits and seek help and advice when required and operate with openness with the Board of Management and/or ETB.
- Uphold professional integrity at all times for example discretion, confidentiality, loyalty and trust.
- Seek to actively improve on skill sets through active networking, CPD and good interactive working relationships.

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Profile

The successful candidate will:

- be a leader, committed to the highest standards of education provision, administration and governance
- be committed to working with School Teams, especially Principal and Senior Management
- have a passion for education
- have strong people management and organisation skills
- be a visionary and have experience in delivering projects through team work
- be community minded and conscious of the role the school plays in the local community

Terms and conditions of employment: As per the Department of Education and Skills directives.