

Deputy Principal Roles and Responsibilities

The Deputy Principal of Danu CSS duties and responsibilities will be carried out:

- in partnership with the Principal
- in co-operation with the Principal
- with full involvement in school
- with flexibility to meet the daily needs of the school.

It is expected that these duties should be carried out by the post-holder without prejudice to their normal teaching responsibilities. It is envisaged that the post-holder will share plans, issues, and concerns with the Board of Management at regular intervals. So that the changing needs of the school are met and to ensure that there is accountability at all levels within the management structure, a review and evaluation of these duties will take place after one calendar year and on a regular basis thereafter.

Role & Responsibilities Attached to the Post

The Primary Role and Responsibilities of the Deputy Principal are:

- to deputise for the Principal in their absence or unavailability, at school or at other school related meetings and events. The DP will be able to carry out all the duties and responsibilities of the Principal when so required.
- to assist the Principal in the daily organisation and supervision of the school's activities
- to manage the organisational, curricular, and pastoral activities set out below, under the guidance of the Principal
- to assist the Principal with office administration (and to take overall responsibility for same in the event of principal absence)

Daily Duties and Co-Responsibilities

- Morning meeting in relation to the planned day ahead with Principal where appropriate
- Management and organisation of unplanned situations, including teachers' absences, sick students etc in consultation with Principal
- Opening and closing the school when necessary

Organisational

- Attendance at school events/functions/meetings
- Input to research and formulation of school policies and plans
- Shared preparation for:
 - Staff Meetings
 - Staff & School Planning Days
 - Parent/Teacher meeting planning

- IEP's
 - School Calendar
 - School Events
- Strongly support the work of the Principal and teachers and SNAs in the holistic development of the student's
- Assume overall responsibility during the Principal's absence from the school and to deputise on occasions when the need arises in out of school activities
- Assume responsibility for Code of Behaviour & Behaviour Support Plan in the school
- Ensure that the school's Code of Behaviour is implemented and reviewed annually
- Keeping and updating school records i.e. statistical returns, NEWB returns and all other DES forms in the absence of the Principal
- Keeping the Principal informed of Student attendance with reference to NEWB Guidelines
- Oversee the school Droichead Mentor Programme and the review of same
- Arrange Evacuations and act as designated safety officer
- In consultation with Principal organise cover for staff absences when required
- Support the Principal in the carrying out of any other duties appropriate to the role of Deputy Principal, as the need arises and as jointly agreed.

Pastoral

- Arrange for the dissemination of information about specific students with allergies or other health care issues

Curricular

- Responsible for curriculum policy and coordinating planning in New Primary Language Curriculum and Communication
- Support and Develop other curricular areas: Maths, SSE, Visual Arts & PE
- Co-coordinating of any in-school training days in curriculum areas
- Monitor, review and evaluate the school plan in the curricular areas
- Catalogue and source available resources for these curricular areas
- Early intervention and support to new members of staff in curricular areas
- Leading the school's engagement in a continuous process of self-evaluation

Special Needs Education

- Liaise with outside agencies and individuals such as SENO, NEPS, NCSE, EWO, Psychologists, Health Board, Speech Therapists, Occupational Therapists, in the absence of the Principal
- Liaise with previous schools or future schools regarding the educational needs of students
- Liaise with parents regarding their student's special needs education, as appropriate

Roles & Responsibilities of Deputy Principal

	Deputy Principal
Leading Teaching & Learning	<p>Manage the General Planning, Implementation and Assessment of the School Curriculum being <i>Committed to ensuring that school curriculum is implemented in a way that provides valuable learning experiences</i></p> <p>Curriculum Area of Focus: New Primary Language Curriculum</p> <p>Support and Develop other Curricular Areas: Maths, SSE, Visual Arts & PE</p>
Managing the Organisation	<p>Manage Challenging and Complex Situations in a manner that demonstrates equality, fairness and justice <i>Develop, review and amend Code of Behaviour Policy & School Behaviour Support Plan in collaboration with school community</i></p> <p>Establish an orderly, secure and healthy learning environment and maintain through effective communication including Managing Evacuation Procedures</p>
Leading School Development	<p>Leading the school's engagement in a continuous process of self-evaluation</p> <p>Manage, lead and mediate change to respond to the evolving needs of the school and to changes in education</p> <p><i>Changes in context or policy and manage the implementation of the changes</i></p>
Developing Leadership Capacity	<p>Empower staff to take on and carry out leadership roles</p> <p>Manage teacher mentor programme to support new teachers (Droichead) and teachers in new roles</p>