



Deputy Principal Role Specification

We are looking for a diligent, innovative, passionate person with excellent communication, interpersonal and organisational skills who will work alongside the Principal in developing an exceptional school. We are looking for someone to share the educational vision outlined in Educate Together's [Blueprint for Second Level](#). The ideal candidate will have the ability to

- Be patient, flexible and reflective
- Work well under pressure
- Make good decisions and problem solve
- Build excellent relationships with staff, students, parents and the wider community

Essential Qualifications

- At least 5 years qualified teaching experience at second level.
- Valid Teaching Council membership.
- Relevant post-graduate qualification.
- Understands and is committed to the Educate Together ethos.

Desirable Qualifications

- Master's Degree in Education, Technology, IT, Counselling or other relevant competency
- Leadership and/or Management Experience
- SEN Qualification

Duties to include the following: (Note that this list is not exhaustive)

- Assist the Principal in running the school, directing its learning and creating a culture of care, collaboration, mutual trust and innovation.
- Run the school in the absence of the Principal.
- Support the Principal on core issues decided by the Principal and Board of Management and act as a link between the Principal and the staff
- Oversee the smooth running of IT, data systems; liaising with IT contractors as required.
- Be responsible for issues which may arise around behaviour or involve conflict
- Collaborate on the creation of the timetable.
- Assist the Additional Needs Coordinator in the processing of all NCSE applications.
- Act as a point of contact for contractors and deliveries.

- Take responsibility for organising parent/teacher meetings, school events and for assisting the Principal in organising a co-curricular programme with staff and students.
 - Organise the school Substitution and Supervision system in an ethical and fair way.
 - Assist in the process of SSE, school planning and policy formation.
 - Take minutes at staff meetings.
 - Be the Deputy Designated Liaison Person for all child protection issues.
 - Be on site until the end of the state examinations period and again on site from the Monday after the Bank holiday weekend in August.
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- The role of Deputy Principal is also defined in Section 8 Circular 4/98:
 - The Deputy Principal occupies a position of vital importance in the administration and development of the school. The Deputy Principal shall undertake responsibility under the direction of the Principal for the internal organisation, administration and discipline of the school.
 - The Deputy Principal shall enter into an agreement with the Principal on the discharge of duties which arise outside of normal school hours or during school vacation periods.
 - The Deputy Principal shall assist the Principal through the carrying out of the specific professional duties for which responsibility is delegated.
 - The Deputy Principal shall also enter into an agreement with the Principal to undertake other specific administrative duties from time to time, and commensurate with the responsibilities of the position.
 - The Deputy Principal shall act as Principal when the Principal is absent, assuming the responsibilities and authority of the Principal's role in accordance with the provisions of the *Articles of Management. In schools not governed by the *Articles of Management existing practises in relation to this arrangement will continue to apply. Such practises must be in accord with the principles enshrined in the Articles of Management. The Deputy Principal shall not, however, have automatic right of succession to the post of Principal or Acting Principal.
 - The Deputy Principal shall be consulted by the Principal about the implementation of policy in the school and shall assist the Principal with the day-to-day running of the school.
 - The Deputy Principal shall be kept informed, as appropriate, by the Principal about the decisions of the Board of Management/Manager. In schools which have a Board of Management established under the *Articles of Management, the Deputy Principal shall be kept informed about the decisions of the Board in accordance with the terms of the *Articles of Management.
 - SCHEDULE ONE
 - OUTLINE OF SPECIFIC PROFESSIONAL DUTIES, RESPONSIBILITY FOR WHICH MAY BE DELEGATED, IN WHOLE OR IN PART, TO DEPUTY PRINCIPALS
 - Developing the education aims and objectives of the school and devising strategies to achieve them.
 - Developing the school curriculum and assessment policies.
 - Preparing the school plan for approval by the Board of Management
 - Promoting an appropriate curriculum and methods of instruction which recognises the diverse aptitudes and needs of students.
 - Promoting ongoing staff development and inservice.

- Developing effective communication systems with pupils, staff, parents and the wider community.
- Advising the Board of Management on staff requirements.
- Advising the Board of Management as to a probationary teacher's suitability for appointment to a permanent post.
- Monitoring and evaluating the professional performance of the school. - Dealing with disciplinary problems both for teaching and non-teaching staff. - Liaising with the school union representative on matters relating to the school.
- Conducting the ordinary activities of correspondence, making reports and returns of information as required by the Department of Education and Science and the Board of Management and ensuring that arrangements are made for dealing with such administrative matters during vacation periods.
- Student discipline in the school.
- Ensuring that parents are informed regularly of the progress of their children at the school.
- This list is not exhaustive.