JOB DESCRIPTION

DEPUTY PRINCIPAL,

BLACKWATER COMMUNITY SCHOOL

Post Summary

The overall responsibility of the Deputy Principal is to assist the Principal in the management of the school.

Besides the discharge of specific administrative and management duties, the Deputy Principal also exercises a leadership and motivational role in the direction of the school enterprise. Together the Principal and Deputy Principal/s form the senior management team of the school, they must work in tandem to fulfil the aims and objectives of the school. That teamwork is also broadened to include the post holders to form part of the management team and the staff whose co-operation and commitment are also vital to the achievement of the goals of the school.

The Deputy Principal is required to deputise for the Principal in their absence in all matters organisational/administrative and in relation to discipline within the school.

The Deputy Principal must be willing to work in conjunction with/under the direction of the Principal.

The Deputy Principal shall teach a maximum of 8 hours per week. This may vary in accordance with the relevant DE Circular Letter.

Notwithstanding the maximum number of teaching hours, the Deputy Principal will normally be required to be in attendance in the school throughout the school day.

The Deputy Principal may also be required by the Board of Management to be present in the school for periods during the State Examinations and for other periods outside the normal opening hours and days of the school such as may be necessary from time to time. The Deputy Principal must be at the school at 8a.m. and 5p.m. to supervise pupils at the entrance and exit of the school.

Reporting/Accountability Relationship

The Deputy Principal shall report to the Principal and Board of Management.

Key Areas of Responsibility

The Deputy Principal, in collaboration with the Principal, shall have responsibility for the following key areas:

Leading Learning & Teaching

- Assist the Principal in developing a school environment which is supportive of learning and high achievement among the students.
- Develop and provide appropriate learning and curriculum programmes and methods of instruction that meet the needs of all students in the school and timetabling to support them.
- Promote effective learning and teaching practices across the school.
- Assist in the development of the school curriculum and assessment policies.
- Develop and implement systems for recording individual pupils' progress and ensure that parents are informed regularly of the progress of their children at the school.
- Assist the Principal in supporting the monitoring and evaluation of learning and teaching across the school and contribute to school self-evaluation and the development of improvement plans.

Leading School Development

- Assist the Principal in the re-evaluation of the purpose, objectives and activities of the school in line with School Self-Evaluation Guidelines from the Department of Education Inspectorate.
- Assist the Principal in developing the education aims and objectives of the school and devising strategies to achieve them.
- Assist the Principal in co-ordinating the school plan and policies for approval by the Board of Management.

Developing Leadership Capacity

- Develop a good working relationship with the Principal, teaching staff and ancillary staff.
- Treat all staff with respect and develop positive relationships.
- Assist the Principal in promoting ongoing staff development and in-service and in the identification of the staffing needs of the school – i.e. teaching and support staff.
- Co-ordinate Staff Development and organise Staff Days.
- Assist the Principal in advising the Board of Management as to a probationary teacher's suitability for continued employment in the school.

Communication

- Develop effective communication systems with pupils, staff, parents and the wider community.
- Maintain effective relationships with the stakeholders involved (ETB, CE, BOM, staff, students, parents, Parents Association, Student Council, and the wider school community).

- Communicate with students, staff and parents in a positive, friendly and professional manner.
- Implement the Code of Behaviour and all school policies with an understanding of their rationale.
- Liaising with the school union representatives on matters relating to the school.

Managing the Organisation

- Assist the Principal in the day-to-day management of the school, including the planning and overseeing of the daily time tabling of classes.
- Assist the Principal in matters of student discipline, in the promotion of good order and general supervision between classes.
- Be responsible for the roster of absent teachers and the implementation of and monitoring of the Supervision and Substitution Scheme.
- Establish and maintain effective data management systems such as student records, teacher records, attendance, purchasing procedures and timetables.
- Assist the Principal with break time and lunch time supervision.
- Assist the Principal with morning supervision prior to school opening.
- Assist the Principal at and being available for the duration of the State Examinations in June.
- Prepare a summary of results of the State Exams for the Board of Management.
- Assist at open days and nights and award nights.
- Assist with the enrolment/assessment of the First Year Cohort.
- Assist in ensuring the security of the school building and safe keeping of property.
- Conduct the ordinary activities of correspondence, making reports and returns of information as required by the Department of Education and the Board of Management and ensuring that arrangements are made for dealing with such administrative matters during vacation periods.
- Comply with the lawful orders of the BOM and with the rules and requirements of the Minister for Education.

Self-Awareness and Self-Management

- Appreciate the importance of the Principal/Deputy Principal relationship, the relationship with other members of the school community and the importance and overall impact of effective working relationships.
- Set a good standard of professional interactions and ensure professional relationship boundaries are in place.
- Be aware of their skill set and be willing to seek help and advice when required.
- Uphold professional integrity at all times, e.g. discretion, confidentiality, loyalty and trust.

Note: In accordance with the DE Circulars the Deputy Principal shall enter into an agreement with the Principal to undertake certain administrative duties from time to time, commensurate with the responsibilities of the position.