

**Holy Family Community School**

**Job Description**

**Deputy Principal**

**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 day-to-day running and development of the school. Together the Principal and Deputy Principal(s) form the senior management team of the school. They must work together in collaboration with the post holders and other members of the school community to fulfil the aims and objectives of the school.

The Deputy Principal is required to deputise for the Principal in his/her 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 and under the direction of the Principal.

The Deputy Principal will normally be required to be in attendance in the school throughout the school day. The Deputy Principal is expected to be at the school in sufficient time before the start of classes to perform his/her duties. The Deputy Principal is expected to be in attendance after classes finish to deal with school business. 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.

**Reporting/Accountability Relationship:**

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

**Key Areas of Responsibility:**

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

**Leader of Teaching & Learning:**

* 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 teaching and learning 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 teaching and learning across the school and contribute to school self-evaluation and the development of improvement plans.

**Leader – School Development:**

* Collaborate with the Principal, Board of Management, Trustees, staff, students and parents in developing and sustaining a shared vision and ethos.
* 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 and Skills 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 developing policies for approval by the Board of Management.

**Leader – People & Teams:**

* Work closely with and assist the Principal with all staff issues.
* Develop respectful and good working relationships with the Principal, other Deputy Principal, staff, students and parents.
* To serve as a positive role model to all staff, students and parents.
* Assist the Principal in motivating and supporting staff, students and parents.
* Assist the Principal in developing and maintaining pastoral care and student support teams.
* Assist the Principal in promoting ongoing staff continuous professional development and in supporting the development of staff leaders.
* Assist the Principal in the identification of the staffing needs of the school.
* Assist the Principal in the development of an effective induction programme that addresses the needs of all new staff and trainee teachers.
* Assist the Principal in co-ordinating staff development days and staff meetings.
* Assist the Principal in advising the Board of Management as to a probationary teacher’s suitability for continued employment in the school.

**Communication:**

* Develop and maintain effective communication systems with pupils, staff, parents and the wider community.
* Maintain effective relationships with the stakeholders involved (BOM, staff, students, parents, Parents’ Association, Students’ Council and the wider school community).
* Act as a Liaison Person between the school and the feeder primary schools.
* Act as the Liaison Person between the school and the Parents’ Council.
* Communicate with students, staff and parents in a clear, positive, friendly and professional manner.
* Implement the Code of Behaviour and all school policies with an understanding of their rationale.
* Liaise with the school union representatives on matters relating to the school.

**Organisational Management and Administrative Skills:**

* Assist the Principal in the day-to-day management of the school, taking responsibility for daily management and planning issues including the planning and overseeing of the daily timetabling of classes.
* Assist the Principal with the development and production of the school timetable.
* 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 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 supervision before, during and after school hours.
* Assist the Principal for the duration of the State Examinations.
* Prepare a summary of results of the State Exams for the Board of Management.
* Assist at information meetings, open days and nights and school events.
* 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 & Skills.
* Be aware of key educational and child protection legislation, recruitment procedures, DES, SEC, NEPS, NCSE and Tusla protocols.

**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 his/her own skill set and show commitment to ongoing continuous professional development and seek help and advice when required.
* Uphold professional integrity at all times, e.g. discretion, confidentiality, loyalty and trust.

Note: In accordance with the DES 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*.*