

Newpark Comprehensive 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 form the senior management team of the school, he/she 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 his/her absence in all matters organisational/administrative and in relation to behaviour within the school.

The Deputy Principal must be willing to work in conjunction with/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 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 Board of Management.

Key Areas of Responsibility

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

Leader of Teaching & Learning

- Promote and manage a culture of improvement, collaboration, innovation and creativity in learning, teaching and assessment.
- Develop and provide appropriate learning and curriculum programmes and methods of instruction that meet the needs of all students in the school.
- Promote effective teaching and learning practices across the school.
- Manage the development of the school curriculum and assessment policies.
- Develop and implement systems for recording individual student's 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.
- Develop and manage timetabling requirements.

Leader – School Development

- Work with 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.
- Participate in the process to develop a school culture that is faithful to the purposes, values and goals of the Patron and the Board of Management.
- Develop a shared vision for the school in the future
- Assist the Principal in developing and coordinating the school plan and developing policies for approval by the Board of Management.

Leader – People & Teams

- Develop a good working relationship with the Principal, teaching staff and ancillary staff through open consultation, collaboration, planning and building trust.
- 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.
- Proactively and positively manages difficult people issues, taking advice where appropriate, in accordance with agreed procedures.
- As part of the Senior Management Team take responsibility for distributive leadership through appropriate support and delegation.
- Assist in the induction and probation of new staff in the school.
- Develop the pastoral care system and the student support team.

Communication

- Develop effective and respectful communication systems with pupils, staff, parents and the wider community.

- Communicate with students, staff and parents in an empathetic, positive, friendly and professional manner.
- Implement the Relationships and Behaviour Policy and all school policies with an understanding of their rationale.

Organizational Management and Administrative Skills

- Manage the day to day organization of the school, including the planning and overseeing of the daily time tabling of classes.
- Manage and oversee matters of student behaviour and 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.
- Be available for the duration of the State examinations in June.
- Assists in managing the use and maintenance of all school facilities.
- 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.

Self-Awareness and Self-Management

- Appreciate the importance of the Principal/Deputy Principals relationships, 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 skill set and be willing to seek help and advice when required.
- Uphold professional integrity at all times, e.g. discretion, confidentiality and trust.

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