



## DEPUTY PRINCIPAL ROLE SPECIFICATION

### Responsibilities

#### Key Purpose:

We are looking for a collaborative and innovative person who will enthusiastically assist the Principal in running an exceptional school.

#### Key duties are to:

- Assist the Principal in running the school, directing its learning and creating a climate of collaboration, mutual trust and innovation.
- Run the school in the absence of the Principal.
- Teach up to 16.5 hours per week initially.
- 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 with reference to the school's Relationships Policy.
- Collaborate on the creation of the timetable.
- Assist the Special 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 (or until the last Friday in June whichever is earlier) and again on site from the Monday after the Bank holiday weekend at the start of August.

This list is not exhaustive.

## **COMPETENCIES / EXPERIENCE / QUALIFICATIONS**

### **Behavioural Competencies**

- Interpersonal skills – demonstrated through relationship building with students / staff / parents / suppliers.
- Adaptable and able to manage change.
- Resilience and patience.
- Flexibility.
- Problem solving and decision making skills.
- Working consistently well under pressure.
- Leadership and motivational skills.

### **Essential**

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

### **Desirable**

- Master Degree in Education, Technology, IT, Counselling or other relevant competency.
- Experience of coordinating a subject department, Transition Year, Year Head, Student Leadership, SSE or an equivalent leadership role.
- Co-curricular experience and leadership.