



## **ROLE PROFILE FOR THE POSITION OF DEPUTY PRINCIPAL**

**Section A of this document pertains to the role profile of both Deputy Principals in Limerick Educate Together Secondary School and includes the contractual obligations of the Deputy Principal as set out in circular letter 04/98.**

**Section B of this document relates to the specific duties of the Second Deputy Principal in Limerick Educate Together Secondary School.**

### **SECTION A**

The Deputy Principal is a member of the school's Senior Management Team. The overall responsibility of the Deputy Principal is, together with the other Deputy Principal, to assist the Principal in the management of the school. The Deputy Principal will participate in the administration of the school. The Deputy Principal must be willing to work in conjunction with/under the direction of the Principal.

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. The Deputy Principal shall not, however, have automatic right of succession to the post of Principal or Acting Principal (DES Circular 04/98, 8(v)).

### **DES CIRCULAR 04/98**

The Deputy Principal shall assist the Principal through the carrying out of the specific professional duties for which responsibility is delegated. (cf. Schedule One Circular 4/98)

The Deputy Principal will be required to be in attendance for days during the school year when the Board of Management of the school determines that the school should be open for students and in accordance with DES regulations.

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 reasonable periods outside of the normal opening hours and days of the school such as may be necessary from time to time. The Deputy Principal shall enter into an agreement with the Principal in respect of arrangements for such attendances. This agreement shall be subject to endorsement by the Board of Management.

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

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 (DES Circular 4/98, 8(ii)).

## **SCHEDULE ONE**

**Outline the specific professional duties, responsibilities which are delegated, in whole or in part, to the Deputy Principal**

1. The Deputy Principal, with the Principal, will work on developing the education aims and objectives of the school and devising strategies to achieve them.
2. The Deputy Principal shall undertake responsibilities under the direction of the Principal for the discipline of the students and:
  - (i) Liaise with Year Heads;
  - (ii) Meet with parents when necessary;
  - (iii) Keep the Principal informed regarding student discipline.
3. The Deputy Principal will deal with disciplinary problems both for teachers and non-teaching staff.
4. The Deputy Principal with the Principal will develop effective communication systems with students staff, parents and the wider community.
5. The Deputy Principal together with the Principal shall draw up the annual school timetable.
6. Working with the Principal and Post Holders, the Deputy Principal shall help in the preparation of the school plan for approval by the Board of Management.
7. The Deputy Principal together with the Principal will co-ordinate committee meetings and will draw up the agenda with the Principal for staff meetings.
8. The Deputy Principal together with the Principal will have responsibility for the maintenance and upkeep of the premises and will have co-responsibility for advising the Board of Management on the upkeep and needs of the premises.
9. The Deputy Principal shall liaise with the school union representative on matters relating to the school.
10. The Deputy Principal together with the Principal, as required, shall advise the Board of Management on staff requirements.
11. The Deputy Principal together with the Principal as required, shall advise the Board of Management as to the probationary teacher's suitability for appointment to a permanent post.
12. The Deputy Principal together with the Principal shall monitor and evaluate the professional performance of the school.
13. The Deputy Principal together with the Principal will promote ongoing staff development and in-service.
14. The Deputy Principal together with the Principal will 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 holiday periods.

15. The Deputy Principal together with the Principal will ensure that Posts of Responsibility are reviewed and changed or up dated depending on the management needs of the school.

## **BOARD OF MANAGEMENT**

The Board of Management has determined that the Deputy Principal is required to be in attendance from 8am until 30 minutes after the close of the school day. The Deputy Principal is also required to be available to the Principal until 5.30pm each evening and at all school related events outside of these hours.

The Deputy Principal shall be kept informed about the decisions of the Board in accordance with the terms of the Articles of Management.

The successful applicant will be expected to attend and plan for information evenings, parent-student-teacher meetings, open nights, graduations and other school events. *This list is not exhaustive.*

## **DUTIES**

- (i) 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.
- (ii) 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 the holiday periods.
- (iii) The Deputy Principal shall assist the Principal through the carrying out of the specific professional duties for which responsibility is delegated (cf. Schedule One).
- (iv) 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.
- (v) 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. The Deputy Principal shall not, however, have automatic right of succession to the post of Principal or Acting Principal.
- (vi) 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.
- (vii) The Deputy Principal shall be kept informed, as appropriate, by the Principal, about the decisions of the Board of Management. 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.

## **REVIEW**

- (i) The duties of the Deputy Principal will be reviewed periodically by the Principal and Deputy Principal or a review will be undertaken at the request of either party. Such a review will take account of the workload and responsibilities of the post, the changing needs of the school and the level of performance of the duties.
- (ii) In the event of a dispute arising between the Principal and Deputy Principal about any aspect of the duties of the post of Deputy Principal and, if the matter will be referred to the Board of Management for resolution, as an alternative, the Deputy Principal may process any grievance concerning the level of duties or the implementation of the duties and responsibilities attached to the post of Deputy Principal through a Grievance Procedure where such has been agreed.

## **CORE COMPETENCIES REQUIRED TO SUCCESSFULLY UNDERTAKE THE DUTIES OF A DEPUTY PRINCIPAL IN LIMERICK EDUCATE TOGETHER SECONDARY SCHOOL**

A review of the JMB framework of competencies for Principals and for Deputy Principals was commenced in November 2018 in the light of the feedback from members of selection committees, Principals, Chairpersons of Boards of Management, Trustee representatives and the Department of Education.

During this review it was decided to redefine four of the six competencies to more explicitly include the four domains identified in the Department of Education published document, *Looking at our School 2016: A Quality Framework for Post-Primary Schools (LAOS)\**. This document identified two key areas or dimensions of the work of a school, namely, Teaching and Learning and Leadership and Management. Within the dimension Leadership and Management, which is the dimension most relevant to the recruitment of Principals and Deputy Principals, four domains are identified:

- Domain 1: Leading Learning and Teaching
- Domain 2: Managing the Organisation
- Domain 3: Leading School Development
- Domain 4: Developing Leadership Capacity

The document goes on to identify standards under each domain, each with a set of *Statements of Effective Practice* and *Statements of Highly Effective Practice*.

*\*LOAS 2016 has been superseded by LAOS 2022.*

In this context, a number of key competencies have been identified as being essential for the effective performance of the role and function of Deputy Principal in Limerick Educate Together Secondary School.

- Lives the Educate Together Ethos
- Leader of Learning, Teaching and Assessment
- Has Excellent IT, Organisational Management and Administration Skills
- Thinks and Acts Strategically
- Builds Strong Teams
- Solves Problems and Makes Good Decisions

**Important:** Each of these competencies is defined in the context of Limerick Together Secondary School and the Educate Together Blueprint for Second-Level Schools where the all-round development of the student is the key focus:

**1. Lives the Educate Together Ethos**

- Committed to the vision, aims and ethos of Limerick Educate Together Secondary School and the principles of Educate Together second-level schools as defined in the Educate Together Charter and the Blueprint for Educate Together Second-Level Schools.

**2. Leader of Learning, Teaching and Assessment**

- Assist the Principal in developing a school environment which is supportive of learning and high achievement among students.
- 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.
- Assist in the development of the school curriculum and assessment policies.
- Develop and implement systems for recording individual students' progress and ensure that parents/carers are informed regularly of the progress of their children at the school.
- Assist the Principal in supporting the monitoring and evaluation of learning, teaching and assessment across the school and contribute to School Self-Evaluation and the development of a School Improvement Plan (SIP).

**3. Has Excellent IT, Organisational Management and Administration Skills**

- Assist the Principal in the day-to-day management of the school, including the planning and overseeing of the daily timetabling of classes.

- Assist the Principal in matters of student discipline, in the promotion of good order and general supervision between classes, before and after school and at breaktimes and lunchtimes.
- Be responsible for Substitution and Supervision Scheme.
- Establish and maintain effective data management systems such as students' records, teacher/SNA records, attendance, purchasing procedures and timetables.
- 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 to the Department of Education and the Board of Management and ensuring that arrangements are made for dealing with such administrative matters during holiday periods.
- Comply with instructions from the Board of Management and with the rules and requirements of the Minister for Education.

#### **4. Thinks and Acts Strategically**

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

#### **5. Builds Strong Teams**

- Develop good working relationships with the Principal, teaching staff and ancillary staff.
- Leader of People and Teams – motivates and inspires people, develops leadership capacity in others to take on leadership roles.
- 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.
- Coordinate staff development and organise staff days.
- Act as a mentor to new staff and trainee teachers.

#### **6. Solves Problems and Makes Good Decisions**

- Appreciate the importance of the Principal/Deputy Principal; relations, the relationship with other members of the school community and the importance and overall impact of effective working relationships.
- Self-management and self-awareness.

- Set a good standard of professional interactions and ensure professional relationship boundaries are in place.
- Uphold professional integrity at all times, i.e. 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.

## **SECTION B – THE SPECIFIC DUTIES OF THE SECOND DEPUTY PRINCIPAL IN LIMERICK EDUCATE TOGETHER SECONDARY SCHOOL**

The person appointed to this position will have responsibility for assisting the Principal with the management and leadership of the following:

1. Junior School – 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> Year
2. Whole-school initiatives and programmes

### **1. Junior School**

The Deputy Principal will be expected to play a crucial role in overseeing/steering the academic and operational functions of Junior School. Responsibilities will typically include:

- Provide strategic direction for Junior Cycle in consultation with the Principal.
- Develop and implement policies for Junior Cycle in line with the school's vision and ethos.
- Work closely with the Junior School Year Head Team including Year Heads, Assistant Year Heads and Tutors.
- Foster a positive culture and ensure the Code of Positive Behaviour is implemented to the highest standard. Address behavioural issues consistently and effectively.
- Liaise and support teachers to ensure high quality teaching and learning in Junior School.
- Oversee curriculum implementation and ensure compliance with the Department of Education and the Inspectorate.
- Monitor teaching methodologies and encourage innovative and student-centred approaches.
- Organise and promote professional development for teachers to enhance effective teaching, learning and assessment.
- Assess, monitor and track academic performance and review and evaluate for the purpose of improving student outcomes.

- Ensure students' holistic development including academics, extra/co-curricular activities and personal growth.
- Foster a safe and inclusive school environment for all students.
- Work with the Year Heads, Guidance Counsellor(s), SENCO, Assistant SENCO, Family Liaison Person, outside services etc. to support students' emotional and social wellbeing.
- Promote teamwork and collaboration among staff and within and across subject departments.
- Communicate regularly with parents/carers as required.
- Oversee parent-student-teacher meetings for Junior School.
- Explore opportunities to strengthen relationships between the school and local community.
- Address parental concerns and provide guidance on student-related issues.
- Ensure smooth operation of school activities in Junior School including inhouse and state examinations, reporting etc.
- Oversee academic tracking and assessment and identify emerging trends/patterns and recommend strategies to improve student outcomes.
- Oversee students' transition from primary to secondary education, fostering academic excellence and personal growth.

***This list is not exhaustive.***

## **2. Whole School Initiatives and Programmes**

- Oversee whole-school initiatives such as wellbeing programmes, inclusion programmes, digital learning programmes etc.
- Ensure that these initiatives align with the school's vision, School Improvement Plan (SIP) and related national policies, i.e. The Junior Cycle Framework, Wellbeing Guidelines, Bí Cineálta, Digital Strategy for Schools etc.
- Collaborate with Senior Leadership, Middle Leadership, staff and external organisations to introduce and maintain innovative programmes.
- Promote events, workshops and awareness campaigns related to school initiatives.
- Support and promote student engagement in school initiatives.
- Assess the effectiveness of school initiatives through feedback, surveys and data analysis. Evaluate and review and make recommendations for improvement to school leadership and the Board of Management.
- Keep up to date with national educational reforms and integrate relevant initiatives into school planning.

***This list is not exhaustive.***



## **DAY-TO-DAY TASKS**

The Deputy Principal occupies a position of vital importance in the administrative, curricular and pastoral development of the school. Under the direction of the Principal, the Deputy Principal together with the other Deputy Principal, shall undertake responsibility for the internal organisation, administration and discipline of the school.

The school year group system will comprise of Junior School (1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> Year) and Senior School (TY, 5<sup>th</sup>, 6<sup>th</sup> Year). Junior School will be supported by one of the Deputy Principals and Senior School will be supported by the other Deputy Principal. While the Year Heads have primary responsibility for the overall academic, pastoral and behavioural development of their relevant year groups, they will have the support and guidance of a Deputy Principal.

The Deputy Principal will assist the Senior Leadership Team (SLT):

- In the day-to-day management of the school, overseeing daily timetabling of classes in the absence of the other Deputy Principal and/or Principal.
- In matters of discipline, pastoral care, curricular and extra-curricular activities of all students.
- In preparing and writing daily communications and correspondences to staff.
- In preparing communications and correspondence to parents/carers keeping them informed on matters relating to young person.
- In meeting parents/carers relating to disciplinary and other matters.
- With supervision at break time, lunchtime, before and after school.
- In the promotion of good order and general supervision between classes, at break time, lunchtime, before and after school.
- By assisting Year Heads in taking assemblies as required.
- Deputise for the Principal when absent.

## **ONGOING TASKS**

The Deputy Principal together with the other Deputy Principal shall be responsible for:

- Assisting the Principal at and being available for the duration of the state examinations both in June and throughout the academic year, i.e. Oral Examinations
- The management and the development of the school's management information system (MIS), i.e. VSware, Tyro etc.
- The management and development of the school's ICT infrastructure to enhance and improve teaching and learning and the administration of the school.
- The development of ongoing training for staff in the use of ICT to enhance teaching and learning.
- The management and coordination of open nights/days and information evenings.
- Assisting with the enrolment/assessment for the incoming first year cohort.
- The coordination and liaison with the caretaking, administration, maintenance and SNA staff.

- Teacher and ancillary staff induction.
- Advising substitute/student teachers regarding school policies and procedures.
- Promoting ongoing staff development and in-service and continued professional development.
- Assisting the Principal in the selection and recruitment processes of new staff.
- Preparing, analysing and presenting results in student performance in standardised tests in both the academic and wellbeing area of student life for consultation with the Principal and Leadership Teams. This will involve the tracking of student performance over time, setting targets, putting procedures and programmes in place to address underperformance, over performance and stress related issues that may arise.
- Monitoring of student outcomes relative to potential indicated in standardised tests.
- Coordination, consultation and supervision of the production of school digital newsletter with relevant personnel in school.
- Responsible for liaising with personnel involved in the school app or website regarding updates.
- Such other tasks as may reasonably be assigned by the Principal.

***This list is not exhaustive. Please see Department of Education Circular 4/98.***