



Role Profile

Position of Deputy Principal in a CEIST School

Coláiste Muire, Ennis, Co Clare

This role profile is used in conjunction with the CEIST Charter.

Statutory Requirements

Circular 4/98 'Specimen Contract for Deputy Principal Teachers in Secondary Schools sets out the functions of the Deputy Principal. The overall responsibility of the Deputy Principal is 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.

Attendance of the Deputy Principal

1. The Deputy Principal will be required to be in attendance for days during the school year when the Board of Management /Manager of the school determines that the school should be open for pupils and in accordance with Department of Education and Skills regulations.
2. 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.
3. The Deputy Principal will 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.

Duties

In addition to the above, the Deputy Principal will have responsibility for assisting the Principal in the following:

1. 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.

2. 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.
3. 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.
4. 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.
5. The Deputy Principal shall be kept informed, as appropriate, by the Principal about the decisions of the Board of Management.
6. 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.

Day to Day Responsibilities

- (i) The Deputy Principal shall support the development of the educational aims and objectives of the school and strategies to achieve them.
- (ii) The Deputy Principal shall uphold and be responsible for upholding the characteristic spirit of the school as determined by CEIST as the Trustees of the school.
- (iii) The Deputy Principal ensures that the Board of Management's policies are adhered to and assists in the development of the school curriculum, school policies and School Development Plan.
- (iv) The Deputy Principal promotes ongoing staff development, staff induction and in-service.
- (v) The Deputy Principal develops effective communication systems with pupils, staff, parents and the wider community.
- (vi) The Deputy Principal plans and oversees the school timetable.
- (vii) The Deputy Principal shall be responsible for matters of discipline of all students.
- (viii) The Deputy Principal manages supervision of students at all times during the day including the administration and implementation of the supervision and substitution scheme.
- (ix) The Deputy Principal manages the attendance of pupils including roll call and liaising with the Education Welfare Board.

- (x) The Deputy Principal supports the promotion of the school to potential students and the enrolment and assessment of First Year students.

This list of duties is not intended to be exhaustive and is subject to change.

Core Competencies

Faith school leadership promotes the building of a school community in its religious tradition and in accordance with the values of the school's mission statement and expressed philosophy. It facilitates the creation of a shared school culture that reflects the core values and ethos of the school. It fosters a climate of trust that motivates and inspires others to commit to ongoing development that will support the educational and spiritual goals/objectives of the school. It ensures that results are achieved in a caring and compassionate environment.

The CEIST Charter informs the leadership of the school. It is based on an understanding of Catholic education and schooling. It is set before the whole CEIST community to enrich its life and to foster development at all levels. It provides a means to deepen our understanding of the Catholic tradition in education and its application in our time.

Organisational and administrative skills use a range of system supports and processes to establish a systematic course of action for self and/or others to ensure accomplishment of objectives. This involves setting priorities, goals and timetables to ensure effective use of time and available resources.

Strategic development and management competencies exhibit skills which demonstrate the ability to take a broad and long term view of the needs of the school's purpose and objectives.

Relationship management and interpersonal skills refer to using a range of communication skills to build and sustain constructive and supportive relationships with all key partners.

Self-awareness and self-management skills refer to the ability to accurately perform self-assessments and to keep disruptive emotions in check.