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Job Description

Permanent Deputy Principal

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 discipline within the school.

The Deputy Principal will work in conjunction with/under the direction of the Principal.

The Deputy Principal shall engage in teaching the number of hours specified by the Department of Education and Skills. Notwithstanding the maximum number of teaching hours, the Deputy Principal will be required to be in attendance in the school throughout the school day.

The Deputy Principal will be required 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. The Deputy Principal must be at the school at 8.15 a.m. and 5 p.m.to supervise pupils at the entrance and exit of the school.

**Reporting/Accountability Relationship**

The Deputy Principal shall report to the Principal/Director of Schools, Youth and Music

**Core Competencies Required:**

Kerry ETB Core Values of Respect, Quality, Equality, Inclusion and Excellence in Learning are the guiding principles of the organisation and underpin the competencies required to fulfil this role.

**Key Areas of Responsibility**

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

**Leading Learning and Teaching**

***School leaders****:*

* promote a culture of improvement, collaboration, innovation and creativity in learning, teaching and assessment
* foster a commitment to inclusion, equality of opportunity and the holistic development of each student
* manage the planning and implementation of the school curriculum
* foster teacher professional development that enriches teachers’ and students’ learning

**Managing the Organisation**

***School leaders***:

* establish an orderly, secure and healthy learning environment, and maintain it through effective communication
* manage the school’s human, physical and financial resources so as to create and maintain a learning organisation
* manage challenging and complex situations in a manner that demonstrates equality, fairness and justice
* develop and implement a system to promote professional responsibility and accountability

**Leading School Development**

***School leaders:***

* communicate the guiding vision for the school and lead its realisation in the context of the school’s characteristic spirit
* lead the school’s engagement in a continuous process of self-evaluation
* build and maintain relationships with parents, with other schools, and with the wider community
* manage, lead and mediate change to respond to the evolving needs of the school and to changes in education

**Developing Leadership Capacity**

***School leaders:***

* critique their practice as leaders and develop their understanding of effective and sustainable leadership
* empower staff to take on and carry out leadership roles
* promote and facilitate the development of student voice, student participation, and student leadership
* build professional networks with other school leaders

**Communication**

* Demonstrates the capacity to clearly hear and articulate views, opinions and attitudes through effective, appropriate and empathic interaction with all stakeholders in a variety of situations and contexts.

**Self-Awareness and Self-Management**

* is self-aware and has the capacity to self-manage and develop personally and professionally
* is committed to Kerry ETB Core Values

To undertake such other work as may be assigned from time to time. Taking reasonable care to protect the health and safety of yourself and other people in the workplace.