**Meánscoil Iognáid Rís, Naas**

**Role and Function of the**

**Deputy Principal**

**Preamble**

The overall responsibility of the Deputy Principal is to assist the Principal in the management of the school.

The Deputy Principal will contribute to the administration of the school.

The Deputy Principal shall be prepared to promote and support the Catholic Community of the School, in all aspects of its ethos.

The Deputy Principal must be willing to work in conjunction with/under the direction of the Principal.

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.

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.

**1. Curriculum and Planning**

The Deputy Principal will have responsibility for assisting the Principal:

* In developing the education aims and objectives of the school and devising strategies to achieve them.
* In developing the school curriculum and assessment policies.
* In promoting ongoing staff development and inservice.
* In advising the Board of Management on staff requirements
* In the co-ordination of the work of administrative and caretaking staff

**2. Ongoing Duties**

The Deputy Principal shall:

* Assist the Principal in the day to day management of the school.
* Act as the Principal in his absence.
* Co-ordinate all supervision and substitution arrangements
* Assist the principal in coordinating the work of Year Heads and in dealing with matters of student discipline
* Assist the principal in planning the annual school calendar
* Assist the principal in ensuring that the school is ready to re-open for staff and pupils at the commencement of each school year

The Deputy Principal shall be responsible for:

* All matters regarding the State Examinations
* Attendance, punctuality and daily registration of students
* Co-ordination of Returns to the NEWB
* The selection and assignment of student teachers including those undertaking Postgraduate Diplomas in Education
* The co-ordination of staff inservice
* Oversee operation of school shops
* Co-ordination of the selection and duties of prefects and class captains
* Co-ordination of all matters relating to student and staff lockers
* Oversee the co-ordination of detention rotas.
* Co-ordination of matters relating to the hiring by outside groups of the Sports Hall
* Other duties which may be agreed with the Principal from time to time.

**3. Hours of Work**

The Deputy Principal will be required to be in attendance in the school:

* On all school-days
* During the period of the State Examinations
* For periods outside of the normal opening hours and days of the school such as may be necessary from time to time. These will include (a) attendance in the school for an agreed number of days before the school re-opens for pupils at the commencement of the new school year (c) attendance at other functions and meetings on behalf of the school which may be necessary from time to time

**4. Communication**

**The Deputy Principal is expected to:**

* Develop a good working relationship with the Principal, teaching
* staff and ancillary staff.
* Treat all staff with respect and develop positive relationships.
* Communicate with parents in a positive, friendly and professional
* manner.
* Communicate with students in a positive, friendly and professional
* manner.
* Implement the Code of Behaviour and all school policies with an
* understanding of their rationale.

Note: In accordance with the DES Circular 4/98 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.

**The Role of the Deputy Principal**

The basic function of the school is to educate – to create an environment that is conducive to learning and the development of the pupil in a caring respectful and Christian way. This should be the main objective of the management of schools.

The role of the Deputy Principal is to assist the Principal in the day to day management of the school. Besides the discharge of specific administrative and management duties the Deputy Principal also exercise 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. They must work in tandem to fulfill 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 of course the staff whose co-operation and commitment are also vital to the achievement of the goals of the school.

Schools are presently experiencing and will continue to face major changes over the next decade. As a result, the school as centre of quality education capable of adapting to meeting the educational needs of both academic and non-academic students is becoming more and more important. The priorities of school leadership should be to focus on the quality of teaching and learning in the school, the enrichment of the experience of school life for pupils and teachers and the provision of a broadly based curriculum including a wide and varied range of extra- curricular activities. This requires the active involvement of teachers and pupils in as many aspects of school life as is possible and a school emphasis on creating a meaningful sense of parental involvement and responsibility in local education.

Achieving these priorities requires a high level of pro-active leadership with emphasis on both staff and curriculum development and the creation of a strong collaborative culture within the school organisation. A firm but fair discipline policy coupled with an effective pastoral care program and the development of mutually supporting home-school and school-community links are essential ingredients in achieving these aims. Leadership in this context recognises and nurtures a motivated teaching staff as the most important asset in the school.

**Outline of Specific Professional Duties, responsibility for which may be delegated, in whole or in part, to Deputy Principals (under Circular 4, 1998)**

* Developing the education aims and objectives of the school and devising strategies to achieve them.
* Developing the school curriculum and assessment policies.
* Preparing the school plan for approval by the Board of Management.
* Promoting an appropriate curriculum and methods of instruction which recognises the diverse aptitudes and needs of students.
* Promoting ongoing staff development and inservice.
* Developing effective communication systems with pupils, staff, parents and the wider community.
* Advising the Board of Management on staff requirements.
* Advising the Board of Management as to a probationary teacher’s suitability for appointment to a permanent post.
* Monitoring and evaluating the professional performance of the school.
* Dealing with disciplinary problems both for teaching and non-teaching staff.
* Liaising with the school union representative on matters relating to the school.
* Conducting 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.
* Student discipline in the school.
* Ensuring that parents are informed regularly of the progress of their children at the school.

This list is not exhaustive.