

Appendix 1: Role and Function of the Deputy Principal

CONTEXT ON ROLE AND FUNCTIONING OF THE DEPUTY PRINCIPAL

The main purpose 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 manner in accordance with the ethos of the school. This is 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 exercises a leadership and motivational role in the direction of the school enterprise. Together the Principal and Deputy Principal operate as a team in the management of the school.

They 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 senior management team and of course the staff whose co-operation and commitment are also vital to the achievement of the goals of the school.

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.

Overall Function 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 contribute to the administration of the school as agreed with the Principal.

The Deputy Principal will co-operate with the Principal in carrying out these functions as part of a management team. 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. The Deputy Principal will normally be at the school at opening and closing times to assist with supervision of pupils at the entrance and exit of the school.

OUTLINE OF SPECIFIC PROFESSIONAL DUTIES, RESPONSIBILITY FOR WHICH MAY BE DELEGATED, IN WHOLE OR IN PART, TO DEPUTY PRINCIPALS

- Developing the education aims and objectives of the school and devising strategies to achieve them.
- Developing the school curriculum and assessment policies.
- Coordinating the school plan and policies for approval by the Board of Management and or KWETB.
- Promoting an appropriate curriculum and methods of instruction which recognises the diverse aptitudes and needs of students.
- Promoting ongoing staff development and in-service.
- Developing effective communication systems with pupils, staff, parents and the wider community.
- Liaising with the school union representatives 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, the Board of Management and or KWETB, ensuring that arrangements are made for dealing with such administrative matters during vacation periods.
- Assisting the Principal with Student discipline in the school.
- Ensuring that parents are informed regularly of the progress of their children at the school.
- Preparing a summary of results of the State Exams for the Board of Management and or KWETB.

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 assisting with the planning and delivery of the school timetable.

Day to Day Tasks

In the Administrative Curricular and Pastoral Development of the school, the Deputy Principal shall

- Assist the Principal in the day to day management of the school, overseeing the daily time tabling of classes.
- Deputise for the Principal in his/her absence.
- Be responsible for the roster of absent teachers.
- Assist the Principal in matters of student discipline.
- Assist the Principal with break time and lunch time supervision.
- Assist the Principal with morning supervision prior to school opening.
- Assist the Principal in the promotion of good order and general supervision between classes.

Ongoing tasks

The Deputy Principal shall be responsible for

- Assisting the Principal at and being available for the duration of the State Examinations in June.
- Assisting at open days and nights and award nights.
- Assisting with the enrolment/assessment of the First Year Cohort.
- Co-ordinating Staff Development and organising Staff Days.

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.

Teaching

The Deputy Principal shall teach a maximum of 8 hours per week, 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.