



**St. Conleth's  
College**

## **St. Conleth's College Role Profile for the Position of Deputy Principal.**

### **Introduction**

St Conleth's College is a primary and secondary co-educational school founded in 1939 by Bernard Sheppard and is located in Ballsbridge, Dublin 4. St Conleth's College is a lay Catholic school. The secondary school currently has an enrolment of 327 pupils.

### **Attendance and Hours of Work of the Deputy Principal**

1. The Deputy Principal will be required to be in attendance for days during the school year when the School Manager of the school determines that the school should be open for pupils and in accordance with Department of Education regulations. The Deputy Principal may also be required by the School Manager 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 School Manager. The Deputy Principal's maximum teaching hours shall be as follows:

<b>Number of teachers in the school</b>	<b>Teaching Hours</b>
30 and over	8 hours
17 to 29	10 hours
Fewer than 17	15 hours

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.

## **General Duties**

In addition to the above, the obligations of the Deputy Principal in general terms are as follows:

1. 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.
2. 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.
3. The Deputy Principal shall assist the Principal through the carrying out of the specific professional duties for which responsibility is delegated .
4. 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.
5. The Deputy Principal shall act as Principal when the Principal is absent, assuming the responsibilities and authority of the Principal's role. The Deputy Principal shall not, however, have automatic right of succession to the post of Principal or Acting Principal.
6. 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.
7. The Deputy Principal shall be kept informed, as appropriate, by the Principal about the decisions of the School Manager.

## **Day-to-Day Duties**

In accordance with DES circular 04/98, the following is an outline of specific professional duties responsibility for which may be delegated in whole or in part to the Deputy Principal:

1. Developing the education aims and objectives of the school and devising strategies to achieve them.
2. Developing the school curriculum and assessment policies.
3. Preparing the school plan for approval by the School Manager
4. Promoting an appropriate curriculum and methods of instruction which recognises the diverse aptitudes and needs of students.
5. Promoting ongoing staff development and inservice.
6. Developing effective communication systems with pupils, staff, parents and the wider community.
7. Advising the School Manager on staff requirements.
8. Advising the School Manager as to a probationary teacher's suitability for appointment to a permanent post.
9. Monitoring and evaluating the professional performance of the school.

10. Dealing with disciplinary problems both for teaching and non-teaching staff.
11. Liaising with the school union representative on matters relating to the school.
12. Conducting the ordinary activities of correspondence, making reports and returns of information as required by the Department of Education and the School Manager and ensuring that arrangements are made for dealing with such administrative matters during vacation periods.
13. Student discipline in the school.
14. Ensuring that parents are informed regularly of the progress of their children at the school.

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

### **Competencies Summary**

The following key competencies have been determined by the Manager of St. Conleth's College as being essential for the effective performance of the role and function of Deputy Principal:

- A. Leadership in a Faith School**
- B. Promotion of a Holistic Development Culture including Leading Learning and Teaching**
- C. Interpersonal Relationships including Developing Leadership Capacity**
- D. Management & Administration including Managing the Organisation**
- E. Strategic Management including Leading School Development**
- F. Self-awareness & Self-management Skills**

Each of these competencies is defined in the context of St. Conleth's College below, with key behavioural indicators included.

**Leadership in a Faith School:** Working in collaboration with and under the direction of the Principal, the Deputy Principal will promote the building of the school community in accordance with the St. Conleth's College Mission Statement. The Deputy Principal will understand and support the strong and unique culture of St. Conleth's College. The Deputy Principal will work with the entire school community to ensure that, while adapting to changing needs, St. Conleth's College will remain committed to the fully rounded Catholic education as expressed in the Mission Statement. He/she will operate in cooperation with the Principal and the School Manager on behalf of the St Conleth's Educational Trust, in carrying out this role.

Included within this competency is the expectation that the successful candidate would:

- Demonstrate comfort, familiarity and enthusiasm around the specific characteristic spirit as laid down for St. Conleth's College in its Mission Statement
- Contribute to the shaping and implementation of the St. Conleth's College vision, based on high expectations, for the all-round development, including appropriate academic success, for each student, inspired by Christian charity and rooted in gospel values.
- Demonstrate an ability, in cooperation with the Principal, to clearly communicate the guiding vision of St. Conleth's College to all key partners and lead its realisation.
- Act as a role model embodying the values of the St. Conleth's College Mission Statement.

**Promotion of a Holistic Development Culture including Leading Learning and Teaching:** The Deputy Principal assists the Principal to create and promote a culture of improvement, collaboration, innovation and creativity in learning, teaching, and assessment, managing the planning and implementation of the school curriculum. He/she fosters a commitment to inclusion, equality of opportunity and the holistic development of each student through the formal Curriculum together with Co-Curricular and Extra Curricular subjects and activities, all of which are informed by and contribute to the school's characteristic spirit. He/she fosters teacher professional development that enriches teachers' and students' learning, promoting the achievement of high educational outcomes.

Included within this competency is the expectation that the successful candidate would:

- Demonstrate the ability to promote a culture of collaborative review of teaching and learning practices and outcomes, as part of an effective professional accountability process, in an affirming and developmental manner.
- Be personally familiar with what is required to improve the quality of teaching and learning for all students, girls and boys, with differing backgrounds, abilities and interests.
- Recognise the commitment to inclusion, equality of opportunity and the holistic development of each student through the formal Curriculum together with Co-Curricular and Extra Curricular subjects and activities
- Establish and support the development of 'staff teams' in all areas of College life in support of the achievement of the College's aims and objectives, empowering staff to take on and carry out leadership roles.

### **Interpersonal Relationships including Developing Leadership Capacity:**

The Deputy Principal collaboratively builds and maintains professional and respectful relationships with the Principal, staff, students, parents and other support agencies. The Deputy Principal encourages and fosters the building of leadership capacity among students and staff, using appropriate communication skills to empower staff and students to take on and carry out leadership roles. He/she is approachable, kind and empathetic and is skilled at managing and defusing potentially conflictual situations. The Deputy Principal maintains a visible presence in the school.

Included within this competency is the expectation that the successful candidate would:

- Create an atmosphere in which staff members (teaching and non-teaching) see their potential being encouraged and developed.
- Encourage a positive atmosphere and culture within the school by being a visible presence and by using a range of communication skills.
- Manage expectations in a firm yet courteous manner.
- Build and maintain positive relationships with parents, staff and students.

### **Management & Administration including Managing the Organisation:**

Working with the Principal the Deputy Principal manages the College's human, physical and financial resources to create and maintain a learning organisation. He/she establishes an orderly, secure and healthy learning environment through implementation of relevant policies in a fair and consistent way.

Included within this competency is the expectation that the successful candidate will:

- Display an understanding of how to manage and oversee the smooth day-to-day running of the school while developing and implementing systems of communication that enable all members of the school community to play their part.
- Display an ability to ensure that systems and structures are in place to meet the priority needs of the school.
- Demonstrate the ability to communicate very clearly the procedures for dealing with different situations and follow them as necessary, successfully implementing and monitoring agreed solutions.
- Display the capacity and/or experience to manage the design, planning and implementation of the school curriculum (programmes, subjects and activities) which support the achievement of the College's goals and objectives, in line with DES requirements and arising out of School Self Evaluation.
- Demonstrate an understanding of the relevant systems and policies to foster a safe place of learning and teaching for the whole College community e.g. Health & Safety; Child Protection; Pastoral Care; Code of Behaviour etc. These

systems and policies will be reflective of the College Mission Statement and will be in keeping with legislation.

### **Strategic Management including Leading School Development:**

The Deputy Principal leads and manages change effectively to respond to the evolving needs of St. Conleth's College and to changes in education including the external environment in which the College operates. The Deputy Principal assists the Principal in leading the College's engagement in a continuous process of self-evaluation and strategic planning.

Included within this competency is the expectation that the successful candidate will demonstrate the capacity to:

- Understand the long term needs of the College and demonstrate a vision for working towards meeting those needs.
- Lead the College's engagement in a continuous process of self-evaluation and develop a culture of self-evaluation among the staff.
- Demonstrate the capacity to contribute to a strategic plan for the school in conjunction with the Principal, Staff and School Manager.
- Demonstrate the ability to involve relevant individuals or groups in project and policy or system development for school improvement.

**Self-awareness and Self-management Skills:** The Deputy Principal demonstrates an awareness of his/her strengths and areas for improvement and has the capacity to manage them appropriately. The Deputy Principal receives and gives feedback; he/she models and promotes a culture of self-reflection. He/she attends to his/her own wellbeing as well as assisting others to attend to their own wellbeing. He/she is self-aware and recognises when to seek support, particularly when dealing with challenging situations.

Included within this competency is the expectation that the successful candidate would:

- Have a clear knowledge of their personal strengths and challenges and the ability to understand their impact on others.
- Act as an appropriate role model demonstrating honesty, integrity, fairness, consistency, transparency, trustworthiness and confidentiality.
- Exhibit empathy and sociability in building relationships with the entire school community, including past pupils.
- Remain optimistic and resilient in the face of inevitable setbacks.
- Recognise the importance, and display a willingness, to regularly self-reflect and critique their professional practice with the Principal and develop their understanding of effective and sustainable leadership.

## **Specific Context of St. Conleth's College:**

### **Current and future building projects**

- St Conleth's College is engaged in a major building development which is at an advanced stage.
- The Deputy Principal is expected to actively engage in communicating the benefits of the project to all stakeholders.
- The Deputy Principal is expected to fully involve himself /herself in the various fundraising initiatives around current and future developments.

### **The Deputy Principal's relationship with the Parents Association and Past Pupils Union**

The Deputy Principal is expected to work constructively and effectively with both the Parents Association and the Past Pupil Union of St Conleth's College. He/She is expected to attend the various annual functions, and to be a welcoming presence for parent representatives and past pupils engaging with the school.

### **The Deputy Principal's relationship with the Junior School Principal**

St Conleth's College Junior School is a private primary school, and is part of the Association of Independent Junior Schools. The Junior School Principal reports to the School Manager. The Deputy Principal is expected to work closely with and Junior and Senior School Principals for the good of the College.