



POST AS DEPUTY PRINCIPAL

CARLOW INSTITUTE OF FURTHER EDUCATION AND TRAINING

Post Summary

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

Besides the discharge of specific administrative and management duties, the Deputy Principal also exercises a leadership and motivational role in the direction of the college enterprise. Together the Principal and Deputy Principal form the senior management team of the college, he/she must work in tandem to fulfil the aims and objectives of the college. 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 college.

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 college.

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

The Deputy Principal shall teach the required hours in accordance with the relevant DE Circular Letter.

Notwithstanding the maximum number of teaching hours, the Deputy Principal will normally be required to be in attendance in the college throughout the college day.

The Deputy Principal may also be required by Kilkenny and Carlow ETB to be present in the college for periods during the State Examinations and for other periods outside the normal opening hours and days of the college such as may be necessary from time to time. The Deputy Principal must be at the college at specific times to be determined by the Principal to supervise pupils at the entrance and exit of the college.

Reporting/Accountability Relationship

The Deputy Principal reports to the Principal/Chief Executive – KCETB or designate.

Key areas of responsibility

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

Leading Learning and Teaching

- Assist the Principal in developing a college environment which is supportive of learning and high achievement among the students.
- Develop and provide appropriate learning and curriculum programmes and methods of instruction that meet the needs of all students in the college and timetabling to support them.
- Promote effective teaching and learning practices across the college.
- Assist in the development of the college curriculum and assessment policies.
- Develop and implement systems for recording individual students' progress.
- Assist the Principal in supporting the monitoring and evaluation of teaching and learning across the college and contribute to college self-evaluation and the development of improvement plans.

Leading College Development

- Assist the Principal in the re-evaluation of the purpose, objectives and activities of the college in line with Self-Evaluation and other appropriate guidelines from the Department of Education Inspectorate/QQI and other awarding bodies.
- Assist the Principal in developing the education aims and objectives of the college and devising strategies to achieve them.
- Assist the Principal in co-ordinating the college plan and policies for approval by the Board of Management.

Developing Leadership Capacity

- Develop a good working relationship with the Principal, teaching staff and ancillary staff.
- Treat all staff with respect and develop positive relationships.
- Assist the Principal in promoting ongoing staff development and in-service and in the identification of the staffing needs of the college – i.e. teaching and support staff.
- Co-ordinate Staff Development and organise Staff Days.
- Assist the Principal in advising the Board of Management as to a probationary teacher's suitability for continued employment in the college.

Communication

- Develop effective communication systems with students, staff and the wider community.
- Maintain effective relationships with the stakeholders involved (ETB, CE, BOM, staff, students, Student Council and the wider college community)
- Communicate with students and staff in a positive, friendly and professional manner.
- Implement the Code of Behaviour and all college policies with an understanding of their rationale.
- Liaising with the college union representatives on matters relating to the college.

Managing the Organisation

- Assist the Principal in the day to day management of the college, including the planning and overseeing of the daily timetabling of classes.
- Assist the Principal in matters of student discipline, in the promotion of good order and general supervision between classes.
- Be responsible for the roster of absent teachers and the implementation of and monitoring of the Supervision and Substitution Scheme.
- Establish and maintain effective data management systems such as student records, teacher records, attendance, purchasing procedures and timetables.
- Assist the Principal with break time and lunch time supervision.
- Assist the Principal with morning supervision prior to college opening.
- Assist the Principal at and be available for the duration of the State or other examinations in June.
- Prepare a summary of results of the State Exams for the Board of Management.
- Assist at open days and nights and award nights.
- Assist with the enrolment/assessment of the Annual Student Cohort.
- Assist in ensuring the security of the college building and safe keeping of property.
- Conduct the ordinary activities of correspondence, making reports and returns of information as required by the Department of Education/DFHERIS/SOLAS and the Board of Management and ensuring that arrangements are made for dealing with such administrative matters during vacation periods.
- Comply with the lawful orders of the ETB/CE/BOM and with the rules and requirements of the Minister for Education/DFHERIS.

Self-Awareness and Self-Management

- Appreciate the importance of the Principal/Deputy Principal relationship, the relationship with other members of the college community and the importance and overall impact of effective working relationships.
- Set a good standard of professional interaction and ensure professional relationship boundaries are in place.
- Be aware of his/her skill set and be willing to seek help and advice when required.
- Uphold professional integrity at all times, e.g. discretion, confidentiality, loyalty and trust.

Note: In accordance with the DE/DFHERIS Circulars 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.