



Deputy Principal Role Specification

We are looking for a diligent, innovative, passionate person with excellent communication, interpersonal and organisational skills who will work alongside the Principal in developing an exceptional school. We are looking for someone to share the educational vision outlined in Educate Together's [Blueprint for Second Level](#). The ideal candidate will have the ability to

- Be patient, flexible and reflective
- Work well under pressure
- Make good decisions and problem solve
- Build excellent relationships with staff, students, parents and the wider community
- Use a restorative approach when interacting with students

Essential Qualifications

- At least 5 years qualified teaching experience at second level.
- Valid Teaching Council membership.
- Relevant post-graduate qualification.
- Understands and is committed to the Educate Together ethos.

Desirable Qualifications

- Master's Degree in Education, Technology, IT, Counselling or other relevant competency
- Leadership and/or Management Experience
- SEN Qualification

Duties to include the following: (Note that this list is not exhaustive)

- Assist the Principal in running the school, directing its learning and creating a culture of care, collaboration, mutual trust and innovation.
- Run the school in the absence of the Principal.
- Teach up to 11 hours per week initially.
- Support the Principal on core issues decided by the Principal and Board of Management and act as a link between the Principal and the staff
- Oversee the smooth running of IT, data systems; liaising with IT contractors as required.
- Be responsible for issues which may arise around behaviour or involve conflict
- Collaborate on the creation of the timetable.
- Assist the Special Needs Coordinator in the processing of all NCSE applications.

- Act as a point of contact for contractors and deliveries.
- Take responsibility for organising parent/teacher meetings, school events and for assisting the Principal in organising a co-curricular programme with staff and students.
- Organise the school Substitution and Supervision system in an ethical and fair way.
- Assist in the process of SSE, school planning and policy formation.
- Take minutes at staff meetings.
- Be the Deputy Designated Liaison Person for all child protection issues.
- Be on site until the end of the state examinations period and again on site from the Monday after the Bank holiday weekend in August.