



Job Description for Deputy Principal at The Royal and Prior Comprehensive School

School Background and Context

The Royal and Prior Comprehensive School opened in September 1971 the result of an amalgamation between two of the county's oldest secondary schools: the Royal School Raphoe and the Prior Endowed School, Lifford. The Royal School was founded by charter of King James I in 1608 as part of the Ulster Royal Schools and the Prior School was established in 1880 by the generosity of Miss Eleanor Prior. The School has a strong Christian Ethos where Biblical values such as love, compassion and tolerance for each other underline our everyday activities inside and outside of the classroom.

The School is co-educational with 570 pupils of whom 37 are boarders. All the students follow the Junior Certificate curriculum in their first 3 years and the Leaving Certificate Curriculum in their final 2 years. There is an optional Transition Year programme which on average involves 60% of the year group. In total there are 75 members of staff involved in all aspects of the life of the School from the office to the classroom to the canteen.

The school occupies a well maintained 30 acre site on the Derry Road just outside the town of Raphoe. The Royal School House, located behind St Eunan's Cathedral in the town, is used as accommodation for the boarders. The Royal School House is an eighteenth century three storey building that meets the needs of the boarders and has amongst other facilities: a dining room, dormitories, prep room and common room.

Post Summary

The overall responsibility of the Deputy Principal is to assist the Principal in the 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 School. Together the Principal and Deputy Principal form the senior management team of the School, and must work in tandem to fulfil the aims and objectives of the School. This teamwork is also broadened to include the post holders who form part of the management team and the staff whose co-operation and commitment are also vital to the achievement of the objectives of the School.

The Deputy Principal is required to deputise for the Principal in his/her absence in all matters.

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

The Deputy Principal will normally be required to be in attendance in the School throughout the School Day and for preparation time before pupils arrive and after School to allow response to issues or events that arise.

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.

Reporting/Accountability Relationship

The Deputy Principal shall report to the Principal and the Board of Management.

Key Areas of Responsibility

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

Leader of Teaching & Learning

- Understand and appreciate the School's DEIS status and how it permeates all aspects of the life of the School.
- Assist the Principal in developing a school 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 School and timetabling to support them.
- Promote effective teaching and learning practices across the School.

- Assist in the development of the School curriculum and assessment policies.
- Develop and implement systems for recording individual pupils' progress and ensure that parents are informed regularly of the progress of their children at the School.
- Assist the Principal in supporting the monitoring and evaluation of teaching and learning across the School and contribute to School DEIS Plan and the development of improvement plans.

Leader – School Development

- Assist the Principal in the re-evaluation of the purpose, objectives and activities of the School in line with the DEIS and School Self-Evaluation Guidelines from the Department of Education and Skills Inspectorate.
- Assist the Principal in developing the education aims and objectives of the School and devising strategies to achieve them.
- Assist the Principal in co-ordinating the School Plan and policies for approval by the Board of Management.

Leader – People & Teams

- 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 on-going staff development and in-service and in the identification of the staffing needs of the School – 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 School.

Communication

- Develop effective communication systems with pupils, staff, parents and the wider community.
- Maintain effective relationships with the stakeholders involved (Board of Management, staff, students, parents, Parents Association, Students' Council and the wider School community)
- Communicate with students, staff and parents in a positive, friendly and professional manner.
- Implement the Code of Behaviour and all School policies with an understanding of their rationale.

Organisational Management and Administrative Skills

- Assist the Principal in the day to day management of the School, including the planning and overseeing of the daily time tabling 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 School opening.
- Assist the Principal at and being available for the duration of the State examinations in June.
- Assist the Principal in preparing 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 First Year Cohort.
- Assist in ensuring the security of the School 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 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 Board of Management and with the rules and requirements of the Minister for Education & Skills.

Self-Awareness and Self-Management

- Appreciate the importance of the Principal/Deputy Principal relationship, the relationship with other members of the School community and the importance and overall impact of effective working relationships.
- Set a good standard of professional interactions 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 DES 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.

Application Form for Deputy Principal at The Royal and Prior Comprehensive School

Please note: Completing a Competency Based Application Form

A Competency Based Application Form requires you, the candidate, to describe some of your personal achievements to-date that demonstrate certain competencies (necessary skills and qualities) required for the position you are applying for (e.g. Leader of Teaching and Learning, Leader of School Development, Communication Skills etc.). All question areas must be completed.

A definition of a skill or quality is given for each competency. You are then asked to describe a situation, from your own experience, which you think is the best example of what YOU have done which demonstrates this skill or quality. It is essential that you describe how you demonstrated the skill or quality in question.

You are advised to structure what you write so that you give specific information about what you have done - for example, do not simply say that "X was successful", describe exactly what you did and how you demonstrated the skill or quality in question.

For each example please include the following:

- The nature of the task, problem or objective;
- What you actually did and how you demonstrated the skill or quality (and, where appropriate, the date you demonstrated it)
- The outcome or result of the situation and your estimate of the proportion of credit you can claim for the outcome.

Please do not use the same example to illustrate your answer to more than two skill areas.

Please note that, should you be called to interview, the Board may look for **additional examples** of where you demonstrated the skills required for this post so you should think of a number of examples of where you demonstrated each of the skills.

- The Application Form must be **TYPED**. Handwritten forms will not be accepted.
- All questions must be answered.
- Do not change the question numbers or sequence.
- Boxes may be expanded as required – please comply with maximum word count requirements.
- No letter of application, CV or written reference should accompany this form. Please submit your original application along with **FIVE** copies.
- The closing date for applications is 12:00 pm Friday 26th April.