



NORTH WICKLOW
EDUCATE TOGETHER
SECONDARY SCHOOL

Role Profile for the Position of Principal 2020

Introduction

The Educate Together Blueprint for Second-level Schools “Taking the Next Step” clearly outlines the vision for an Educate Together Second-level School. In this important leadership role, the Principal in collaboration with the Board of Management and school community, ensures that the school provides an education that will enable all students to contribute meaningfully to their communities, embrace the rights and responsibilities of citizenship in a democratic society and develop the knowledge and skills necessary to live their lives and to build their careers in the 21st century.

The post offers a dynamic individual the opportunity to take on the role of Principal in North Wicklow Educate Together Secondary School at a challenging and exciting time. The successful candidate will have a clear vision for the school incorporating and building on the existing strengths of the school and will play a key role in making the school exceptional, working closely with the Board of Management and school community.

We are looking for someone who has the determination to succeed with high expectations, a commitment to equality and the desire to make a difference. The successful candidate will have a proven record for quality management and leadership, together with excellent interpersonal and communication skills. She/he will inspire others by establishing strong professional relationships with colleagues and the school community.

We need individuals who have an evident desire to transform lives through learning.

Statutory Requirements

Section 22 of the Education Act 1998 sets out the functions of the Principal. These functions specify that the Principal shall:

- (a) encourage and foster learning in students
- (b) regularly evaluate students and periodically report the results of the evaluation to the students and their parents/guardians
- (c) collectively promote co-operation between the school and the community which it serves, and

- (d) subject to the terms of any applicable collective agreement and their contract of employment, carry out those duties that are assigned to him or her by the Board.

Section 23 of the Act specifies that, in addition to the above functions, the Principal shall:

- (a) be responsible for the day-to-day management of the school, including guidance and the direction of teachers and other staff of the school, and be accountable to the Board for that management,
- (b) provide leadership to the teachers and other staff and the students of the school,
- (c) be responsible for the creation, together with the Board, parents of students and the teachers, of a school environment which is supportive of learning among the students and which promotes the professional development of the teachers,
- (d) under the direction of the Board and, in consultation with the teachers, the parents and, to the extent appropriate to their age and experience, the students, set objectives for the school and monitor the achievement of those objectives, and,
- (e) encourage the involvement of parents of students in the education of those students and in the achievement of the objectives of the school.

Articles of Management

The Principal has overall authority under the authority of the Board of Management / Manager for the day to day management of the school as provided for under Article 22 of the Articles of Management, which states:

Subject to such direction as may be given from time to time by the Board, the Principal shall control the internal organisation, management and discipline of the School, including the assignment of duties to members of the teaching and non-teaching staff. The Principal shall submit, in writing, to the Board all such statements and reports affecting the conduct of the School as the Board shall require.

Attendance of the Principal

1. The Principal will be required to be in attendance for days during the school year when the Board of Management / Manager of the school determines that the school should be open for pupils and in accordance with Department of Education and Skills regulations.
2. The Principal will be required by the Board of Management / 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 Principal shall enter into an agreement with the Board of Management in respect of arrangements for such attendances.

3. Before the beginning of the school year the Principal shall be available as reasonably required to ensure that all necessary preparations are carried out for the re-opening of the school and shall inform the Chairperson of the Board of Management of the preparations involved.
4. The Principal shall ensure that appropriate arrangements are in place for the reception and distribution of Leaving Certificate examination results and for consultation with students and parents.

Day-to-Day Duties

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

1. The Principal controls the internal organisation, management and discipline of the school, including the assignment of duties to members of the teaching and non-teaching staff.
2. The Principal ensures that the Board of Management's policies, procedures, guidelines and requirements are adhered to.
3. The Principal submits to the Board all such statements and reports affecting the conduct of the school as the Board requires.
4. The Principal is responsible for day-to-day financial administration and reporting as provided for in the Financial Support Services Unit Guidelines.
5. The Principal is required to be fully familiar with the Child Protection Guidelines and it is normal for the Principal to be the Designated Liaison Person (DLP). The Principal shall uphold and be responsible for upholding the characteristic spirit of the school as determined by the Patron/Trustees of the school.
6. The Principal of a recognised school and the teachers in a recognised school, under the direction of the Principal, shall have responsibility for the instruction provided to the students in the school and shall contribute, generally, to the education and personal development of students in that school.

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

Key Competencies for the Role

- A. **Lives the Educate Together Ethos**
- 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**

Lives the Educate Together Ethos:

The Principal is committed to principles of Educate Together second-level schools (as defined in the Educate Together Charter and the Blueprint for Educate Together Second-level Schools)

Promotion of a Holistic Development Culture including Leading Learning and Teaching:

The Principal creates and promotes 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 ethos. He/she fosters teacher professional development that enriches teachers' and students' learning, promoting the achievement of high educational outcomes.

Interpersonal Relationships including Developing Leadership Capacity:

The Principal critiques his/her practice as leader and develops his/her understanding of effective and sustainable leadership. He/she collaboratively builds and maintains professional and respectful relationships with staff, students, parents and other support agencies, including building professional networks with other school leaders. The Principal establishes, builds and leads staff teams in all areas of school life. He/she promotes and facilitates the development of student voice, student participation, and student leadership. The Principal uses appropriate communication skills to empower staff to take on and carry out leadership roles. He/She appropriately anticipates, addresses and manages the conflictual challenges that inevitably accompany this role. The Principal also encourages and fosters the building of leadership capacity among staff in all areas of school life that support the achievement of the school's mission and vision as articulated by the Board of Management.

Management & Administration including Managing the Organisation: The Principal manages the school's human, physical and financial resources so as to create and maintain a learning organisation, managing challenging and complex situations in a manner that demonstrates equity, fairness and justice. The Principal leads the school in on-going evaluation of the school's activities and relationships in the light of its goals as established by the Board of Management and as identified as part of School Self-Evaluation (SSE). He/she uses a range of relevant planning and organisational techniques and systems to set priorities, goals and timetables that ensure effective use of time and resources. He/she establishes an orderly, secure and healthy learning environment, and maintains it through effective communication. He/she develops and implements a system to promote professional responsibility and accountability.

Strategic Management including Leading School Development: The Principal demonstrates the ability to manage, lead and mediate change to respond to the evolving needs of the school and to changes in education including the legislative framework in which schools operate. This involves

working with all stakeholders to communicate the characteristic spirit and guiding vision for the school and lead its realisation. The Principal leads the school's engagement in a continuous process of self-evaluation and strategic planning. He/she builds and maintains relationships with parents, with other schools, and with the wider community.

Self-awareness and Self-management Skills: The Principal demonstrates an awareness of his/her strengths and areas for improvement and has the capacity to manage them appropriately. The 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. The Principal demonstrates the capacity to manage his/her own difficult emotions and is self-aware enough to know when to seek support particularly when dealing with challenging situations. He/she is able to motivate himself/herself and attend to developing his/her self-awareness and self-management skills.

Specific Context of North Wicklow Educate Together Secondary School

The person appointed to this position is expected to build on the positive and inclusive environment which has been established in the school.

She/He will also actively support the Educate Together ethos and educational vision and to continue the work of the Board of Management and staff in focussing on learning and teaching, raising expectations and promoting enrolment in the school.