



Deputy Principal of Harold's Cross ETSS Deputy Principal

Role Specification

Harold's Cross Educate Together Secondary School (HCETSS) is a brand new co-educational post-primary school situated in Harold's Cross, Dublin 6. HCETSS is equality-based and co-educational under the patronage of Educate Together. As such, it operates within the regulations laid down by the Department of Education and Skills (DES) and follows the curricular programmes prescribed. We welcome our first cohort of students in September 2020.

The successful candidate will be joining the Principal in managing & leading the development of HCETSS to respond to the evolving needs of the school as it grows.

Besides the discharge of specific administrative and management duties, the Deputy Principal also exercises a leadership and motivational role in the direction of the school enterprise. Together the Principal and Deputy Principal form the senior management team of the school, he/she must work in tandem to fulfil the aims and objectives of the school. That teamwork will also broaden to include future assistant principals and staff whose co-operation and commitment are vital to the achievement of the goals of the school.

The Deputy Principal is required to deputise for the Principal in his absence in all matters organisational/administrative and in relation to discipline within the school.

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

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

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.

To qualify for appointment, candidates must:

- Have Post-Primary Teaching Qualifications recognised by the Department of Education & Skills for the purpose of teaching in a second level school as defined by Department of Education & Skills
- Have a minimum of five years' whole-time satisfactory teaching service or its equivalent.
- Be registered with the Teaching Council

Core Competencies Required:

A number of key competencies and associated behavioural indicators have been identified as being essential for the effective performance of the role and function of Deputy Principal.

These competencies are as follows:

6.1 Lives the Educate Together Ethos – 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).

6.2 Promotion of a Holistic Development Culture including Leading Learning and Teaching - 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.

6.3 Interpersonal Relationships including Developing Leadership Capacity - promotes and facilitates the development of student voice, student participation, and student leadership & collaboratively builds and maintains professional and respectful relationships with staff, students and parents.

6.4 Management & Administration including Managing the Organisation - 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.

6.5 Strategic Management including Leading School Development - leads the school's engagement in a continuous process of self-evaluation and strategic planning.

6.6 Self-awareness & Self-management Skills - is self-aware and has the capacity to self-manage and develop personally and professionally.

The successful candidate will:

- support the principal in promoting a culture of improvement, collaboration, innovation and creativity in learning, teaching and assessment by, for example, being a key member of teams and committees in school e.g. Student Support Team (SST), Coordinators Team, Additional Support Needs (ASN) Team etc.
- have a commitment to the school's guiding vision which embeds highly effective digital technologies in the school by, for example, being the link person for IT deliveries and installation as well as by helping to establish a Digital Strategy team.
- be a leader, committed to the highest standards of education provision, administration and governance by, for example, being the Deputy Designated Liaison Person (DDLp) and undertaking the duties of Principal if the Principal is away on school business or otherwise engaged.
- have a passion for education with a view to optimising the educational experience for all students by, for example, helping the principal to embed highly effective subject department planning with links to the school's guiding vision and digital strategy.
- have strong people management and organisation skills which will be demonstrated in helping the principal to construct a timetable in the best interests of the students, devising an ethical and fair substitution and supervision rota for staff and acting as an intermediary between staff, staff teams and the principal.
- have experience in delivering projects through teamwork and be able to work closely with the principal on shared projects and to have the initiative to work independently.
- have a commitment to promote and facilitate the development of student voice and student leadership in our school by organising for staff to take ownership in helping students to develop a highly effective student council.
- foster a commitment to inclusion and equality of opportunity by facilitating any or all initiatives to promote a school culture where bullying in all its forms is not tolerated and where diversity and equality of access and parity of esteem are celebrated and promoted.