

**Job Description**

**DEPUTY Principal aT Waterford College of Further Education**

**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/s form the senior management team of the college, they 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 their 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.

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

The Deputy Principal may also be required by the ETB/Board of Management to be present in the college for other periods outside the normal opening hours and days of the college such as may be necessary from time to time.

**Reporting/Accountability Relationship**

The Deputy Principal shall report to the Principal.

**Key Areas of Responsibility**

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

**Leading Learning & Teaching**

* Assist the Principal in developing an environment which is supportive of learning and high achievement among the learners.
* 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 learning and teaching practices across the college.
* Assist in the development of the curriculum and assessment policies.
* Develop and implement systems for recording individual pupils’ progress .
* Assist the Principal in supporting the monitoring and evaluation of learning and teaching across the college and contribute to self-evaluation and the development of improvement plans.

**Leading School Development**

* 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 school – i.e. teaching and support staff.
* Co-ordinate Staff Development and organise Staff Days.
* Assist the Principal in advising the ETB/Board of Management as to a probationary teacher’s suitability for continued employment in the school.

**Communication**

* Develop effective communication systems with pupils, staff and the wider community.
* Maintain effective relationships with the stakeholders involved (ETB, CE, BOM, staff, learners, and the wider community).
* Communicate with learners 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 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 time tabling of classes.
* Assist the Principal in matters of 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 learner records, teacher records, attendance, purchasing procedures and timetables.
* Assist at open days and nights and award nights.
* Assist in ensuring the security of the building and safe keeping of property.
* Conduct the ordinary activities of correspondence, making reports and returns of information as required and ensuring that arrangements are made for dealing with such administrative matters during closures.
* Comply with the lawful orders of the ETB/CE/BOM and with the rules and requirements of the Minister of 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 interactions and ensure professional relationship boundaries are in place.
* Be aware of their 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.

*This job description is intended as a guide to the general range of duties and is intended to be neither definitive* *nor restrictive. It will be reviewed from time to time.*

**Note**: In accordance with the DE 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*.*