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Job Description

Permanent Principal

**Nature of Post**

These posts are Permanent posts.

**Location**

Appointment is to the scheme - Centre of first assignments are Coláiste Gleann Lí, Tralee and Castleisland Community College. The person appointed to these posts may be transferred to another post under Kerry ETB, provided that in the opinion of Kerry ETB and the Minister for Education, such other post is of similar status.

**Remuneration**

Coláiste Gleann Lí Category of Principal Allowance Payable – XIII

Castleisland Community College Category of Principal Allowance Payable - XII

**Reporting/Accountability Relationships**

Reporting to the Director of Schools Youth and Music/Chief Executive Officer

**Functional Relationships**

* Staff and Learners – Partners in Education
* Chief Executive Officer, Director of Schools Youth and Music/Staff of Kerry Education & Training Board
* Department of Education/Other external agencies e.g. State Examinations Commission, Oíde, National Educational Psychological Service (NEPS), National Council for Special Education (NCSE), TUSLA, An Garda Siochána, Health Service Executive, Central Applications Office, local and national employers etc.
* Parents
* The wider community

**Key Areas of Responsibility**

* To be responsible, under the Director of Schools Youth and Music for the leadership, management, organisation, positive behaviour management and administration of the School.
* To engage in teaching the number of hours per session specified by the Department of Education
* To be responsible for the governance and management of school finances
* To complete the annual Internal Controls Framework required under the ETB Code of Governance
* To comply with the lawful orders of the Board, and its Chief Executive Officer, and with the rules and requirements of the Minister of Education
	+ To be responsible for the development and performance of staff in line with Kerry ETB Core Values and to foster a culture of continuous improvement and development.
	+ To effectively carry out the professional duties appropriate to a Principal Teacher as outlined in the Provisions of the Education Act 1998, Part V – which include

(a) be responsible for the day-to-day management of the School, including guidance and direction of the teachers and other staff of the school, and be accountable to the board for that management,

* + - 1. provide leadership to the teachers and other staff and the learners of the School
			2. be responsible for the creation, together with the board and the teachers, of a School environment which is supportive of learning among the learners and which promotes the professional development of the teachers,
			3. under the direction of the board and, in consultation with the teachers, to the extent appropriate to their age and experience, the learners, set objectives for the School and monitor the achievement of those objectives, and
			4. encourage the involvement of learners in the School in the education of those learners and in the achievement of the objectives of the School
	+ To carry out any other duties appropriate to the position.
	+ To implement the Looking At Our Schools Quality Framework for Post Primary Schools 2022:

**Leading Learning and Teaching**

* Establish and promote high standards and expectations for all students and staff for academic performance, engagement, learning, behaviour and social skills.
* Effectively implement appropriate modern teaching and learning strategies to the benefit of student achievement and school performance.
* Actively promotes their own continuous professional development and that of staff and ensures that it is in line with the overall goals, plans and targets of the school.
* Be responsible for the creation, together with the students, board, parents of students and the teachers, of a school environment which is supportive of learning and high achievement among the students.
* Continuously develop and prioritise, in conjunction with staff, a timetable, a curriculum, instructional methodologies and school plans that best meet the needs of the entire student population and in accordance with Department of Education and the relevant sector regulations and guidelines.
* Ensure that the education provided in the school is constantly supervised and evaluated. Ensure that strategies, measures, methodologies, improvement plans and targets are put in place to ensure best practise and standards of teaching and learning are being achieved.
* Develop and provide appropriate learning and curricular programmes to meet the needs of all students in the school and ensure the diversity of the student population is being catered for.

**Leading School Development**

* Put in place a comprehensive school development/Education plans, following consultation with staff/ETB/BOM and parents/guardians and other relevant stakeholders.
* Develop, implement, evaluate and update procedures and systems for the operation and functioning of the school; ensuring compliance with legislation (Education, Employment Law, Child Protection), Department and relevant sectoral regulations, philosophy and values.
* Strategically develop the expertise and capability of the staff in line with the School Development Plans, School Vision and Culture.
* Establish structures in the school that facilitate (a) excellence in teaching and learning (b) which supports and cultivates a community of learning (c) development of a management tier devoted to the key objectives of the school.
* Implement the policies and decisions of the ETB, Board of Management, the Minister and Department of Education in such a way as to enhance the school offering.
* Set a system for constant re-evaluation of the purpose, objectives and activities of the school in line with School Self Evaluation Guidelines from the Department of Education Guidelines.

**Developing Leadership Capacity**

* Lead, motivate and manage the teaching and ancillary staff in the school to achieve excellence in their work; through the use of good industrial relations, systems, planning and evaluation, team work/support, organisation and communications.
* Set high standards of work and behaviour and to be actively involved in probation, performance management and appraisal of staff through the agreed systems.
* Actively manage difficult employment issues, following agreed procedures, using appropriate action, support and advice.
* Ensure adherence to child protection, health, safety and welfare for students, staff and visitors.
* Foster and maintain excellent professional working relationships with all staff in the school, ensuring effective delegation and support.
* Establish strong organisation structures within the school with clearly defined roles and responsibility among the various categories of staff, in line with staff skills and talents.

**Communication**

* Set up excellent communication structures/policies and procedures with staff, students, parents/guardians, ETB, Board of Management and all partners and stakeholders.
* Set a standard and code for communications in the school in terms of tone, response, methods and appropriateness.
* Set up good communication structures to the wider community from the school and to ensure that the school has effective and positive public relations
* Embrace modern methods of communication e.g.online, bulletin boards, information technology systems etc.

**Managing the Organisation**

* Set an organisational timetable/calendar for the school regarding administrative matters such as Department/ETB returns.
* Set an organisational timetable/calendar for the school regarding Health and Safety drills, actions, checks and safety statement reviews.
* Control, manage and best use school/public funds and ensure all financial records are up to date and maintained according to good governance, regulations and guidelines.
* Consult with the Deputy Principal/s and the senior management team on matters related to the administration and management of the school as appropriate.
* Act as Secretary to the School Board of Management, to assist and advise them on policy, professional, financial and administrative matters. Understand the role and function of the Board of Management and to work in cooperation and support of the Board of Management.
* Establish effective data management systems such as student records, teacher records, attendance, purchasing procedures, and timetables.
* Ensure the facilities and assets of the school are maintained and managed to the highest standards. Put in place a calendar of maintenance to be conducted during the year and to ensure it is complied with.
* Lead the school in ensuring that all administrative matters are dealt with effectively and on time.

**Self-Awareness and Self-Management**

* Set a good standard of professional interactions and to ensure excellent relationship boundaries are in place.
* Be aware of own skill set and traits and to ensure to seek help and advice when required and to operate with an openness with the Board of Management and/or ETB.
* Upholds professional integrity at all times for example discretion, confidentiality, loyalty and trust.
* Seek to actively improve on skill sets through active networking, CPD and good interactive working relationships.

**Attendance of the Principal**

* The Principal will be required to be in attendance for days during the school year when the CEO/Board of Management determines that the school should be open for pupils and in accordance with Department of Education regulations.
* The Principal will be required by the CEO/Board of Management 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 CEO/Board of Management in respect of arrangements for such attendances.
* 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 CEO/Chairperson of the Board of Management of the preparations involved.
* 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.
* The Principal shall attend Kerry ETB Principals Meetings, Senior Leadership events and CPD.
* The Principal will normally be required to be in attendance from 8:15 am to 5:00 pm each day and at other times as required by the Director of Schools Youth and Music/CEO/ Board of Management of the School.

To undertake such other work as may be assigned from time to time.