

ADVERT ID 231778

## Deputy Principal

### Scoil Nano Nagle

Bawnogue Clondalkin D22 VF68  
<https://www.scoilnanonagle.com>



#### MAIN DETAILS

**Status:** Active  
**Level:** Primary  
**Date Posted:** Mon Apr 7 2025 11:04:03  
**Application Closing Date:** Mon May 5 2025  
**Commencement Date:** Mon Sep 1 2025  
**Status of Post:** Permanent

#### SCHOOL DETAILS

**School Type:** Mainstream  
**School Structure:** Junior School  
**Gender:** Co-Educational  
**School Patronage:** Catholic  
**Classification:** DEIS 1  
**Total No. of Teaching Staff:** 28  
**Current Enrolment:** 259  
**Droichead school:** Yes

#### POST DETAILS

##### Additional Information:

Domain One: Leading Teaching and Learning

- o Co-ordinator of special education needs (SEN) provision in the school (SENCO).
- o Managing the continuum of support throughout the school.
- o In consultation with the principal, managing SNA Allocation.
- o Liaising with various outside agencies in the area of special education – AON, CDNT, Primary Care, CAMHS, NCSE.
- o Supporting staff with support plans and behaviour plans.
- o Organising the SET support throughout the school – team teaching and withdrawal best practice.
- o Holding SET meetings once a week for planning and collaboration.
- o Supporting other post holders in the area of literacy within then school.

Domain Two: Managing the Organisation

- o Deputise for the principal in his/her absence or unavailability, at school or at other school-related meetings and events. The deputy principal carries out all the duties and responsibilities of the principal when so required.
- o Assist the principal in the daily organisation and supervision of the school's activities.
- o Contribute to the meetings and ongoing work of the in-school management team (which also includes the principal and other assistant principals.)
- o Advise and support the principal in auditing and reorganising the various existing duties of promotional post holders within the school.
- o Shared preparation (when required by the principal) for staff meetings, staff & school planning days, school calendar, staff rosters and school events.

- o Assist the principal in the monitoring of school finances
- o In consultation with the principal, approve payments from the school.
- o In consultation with the principal, approve OLCS data when and if needed.
- o Assist the principal in the maintenance of the school's digital and written records and registers (as required)
- o Supervise pupils on their arrival to school each morning.

#### Domain Three: Leading School Development

- o Assume the role of Deputy Designated Liaison Person (DDLp)
- o Reviewing with staff and B.O.M. the school's Child Safeguarding Statement.
- o Providing a child safeguarding pack to each member of staff, auditing and collecting of same at the end of the year.
- o In cooperation with the school's AP1 holder, formulate and support the implementation of the literacy component of the school's DEIS plan.
- o Support the principal in maintaining Scoil Nano Nagle's positive school climate and in further enhancing the job-satisfaction / morale of all school staff.
- o Occasionally lead other curricular/organisational policy committees, in consultation with the principal, in order to meet the needs and priorities of the school.
- o Being an integral part of the Care Team – which meets on a weekly basis.
- o Promoting best practice in the area of Special Education.

#### Domain Four: Developing Leadership Capacity

- o Assist the principal in the promotion of targeted in-house and external continuous professional development opportunities for staff, thus contributing to their professional growth and also ensuring that the strategic needs of the school are being met.
- o Give periodic prompts/presentations during staff meetings to reinforce proper use of running records, guided reading programmes and other suitable pre-reading activities.
- o Attend community of Practice for Deputy Principals regularly throughout the year.
- o Attend ILSA conferences regularly.

The Deputy Principal is also expected to prepare a short annual report for the Board of Management outlining the work undertaken across the four leadership domains over the course of the school year.

#### APPLICATION REQUIREMENTS

- [Standard Application Form for Principalship/Deputy Principalship - in English](#)
- Letter of Application
- Referees (name, role, contact no.)
- Teaching Council Registration

Applications may be submitted by

- Email

#### APPLY TO THIS JOB VACANCY

**Roll Number:** 19509T  
**Apply To:** Scoil Nano Nagle, (19509T)  
**County:** Dublin  
**Postal District:** Dublin 22  
**Enquiries To:** [recruitment@scoilnanonagle.com](mailto:recruitment@scoilnanonagle.com)  
**Website:** <https://www.scoilnanonagle.com>