

ADVERT ID 232994

## Deputy Principal

### SN Talamh na Coille

Woodland NS Letterkenney F92 FF84  
<https://www.woodlandns.ie>

#### MAIN DETAILS

**Status:** Active  
**Level:** Primary  
**Date Posted:** Mon Apr 28 2025 13:10:40  
**Application Closing Date:** Mon May 12 2025  
**Commencement Date:** Thu Aug 28 2025  
**Status of Post:** Permanent

#### SCHOOL DETAILS

**School Type:** Mainstream with Special Classes  
**School Structure:** Vertical  
**Gender:** Co-Educational  
**School Patronage:** Catholic  
**Total No. of Teaching Staff:** 36  
**Current Enrolment:** 490  
**Droichead school:** Yes

#### POST DETAILS

##### Panel of Applicants:

An internal panel of suitable applicants may be set up to fill vacancies which may occur within a specific time period (four months for teacher posts and the duration of the school year for SNA posts) from the date on which the Board approves the successful candidate.

##### Additional Information:

Woodland NS, a Catholic School under the patronage of the Diocese of Raphoe, is inviting applications for the permanent position of Administrative Deputy Principal, commencing 28th August 2025.

Circular 0044/2019 states: 'While the Principal is ultimately responsible to the Board of Management, as appropriate, for the leadership and management of the school, the Deputy Principal occupies a position of vital importance within the senior leadership team in a school. Shared leadership requires openness and willingness on the part of Principals and Deputy Principals, to share and to distribute leadership and management responsibilities in a manner that encourages and supports partnership.

In accordance with Circular 0044/2019, it should be noted that as the needs of the school continuously evolve, a review of duties may result in reassignment of the role and responsibilities within the leadership and management team.

The Deputy Principal will work with the Principal and the In-School Leadership Team to support and develop effective leadership within the school.

Specific Roles and Responsibilities for this position relate to the four domains of Leadership and Management as outlined in circular 0044/2019 include:

Domain One: Leading Teaching and Learning  
Co-ordinator of special education needs (SEN) provision in the school  
Promote best practice in the area of Special Education  
Manage the Continuum of Support and Register of Care Needs throughout the school  
In consultation with the principal, manage SNA allocation and deployment

Liaise with various outside agencies in the area of special education e.g. NEPS, SENO, AON, CDNT, Primary Care, NCSE  
Support staff with student support files and care plans  
Organise SET support throughout the school  
Hold regular SEN team meetings for planning and collaboration  
Support staff in all areas relating to SEN within the school

#### Domain Two: Managing the Organisation

Deputise for the principal in 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  
Maintain, develop and support positive relationships with parents across the school  
Support the principal with the Admissions process for ASD classes and classes for children with specific speech and language disorders  
Assist the principal in the daily organisation and supervision of the school's activities.  
Contribute to the meetings and ongoing work of the leadership and management team  
Advise and support the principal in auditing and reorganising the various existing duties of assistant principal posts within the school  
Shared preparation (when required by the principal) for staff meetings, staff & school planning days, school calendar, staff rosters and school events  
In consultation with the principal, approve payments from the school  
In consultation with the principal, approve OLCS data when and if needed  
Assist the principal in the maintenance of the school's digital and written records and registers  
Supervise pupils on their arrival to school each morning and their departure each evening

#### Domain Three: Leading School Development

Assume the role of Deputy Designated Liaison Person (DDLDP)  
Monitor and review the school's RSE and Stay Safe Policy  
Manage the school's policy and procedures for the administration of medications  
In cooperation with the school's AP1 holder, formulate and support the implementation of the literacy component of the school plan  
Support the principal in maintaining the positive school climate of Woodland NS  
Occasionally lead other curricular/organisational policy committees, in consultation with the principal, in order to meet the needs and priorities of the school  
Be an integral part of the Care Team and Critical incident Management team

#### Domain Four: Developing Leadership Capacity

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  
Give periodic updates and presentations during staff meetings and other inservice gatherings  
Support staff in preparing for and attending meetings  
Support and develop the model of distributed leadership across the school  
Attend community of Practice for Deputy Principals meetings regularly throughout the year

### APPLICATION REQUIREMENTS

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

#### Applications may be submitted by

- Email

#### APPLY TO THIS JOB VACANCY

**Roll Number:** 17728V  
**Apply To:** deputyprincipalwoodlands@gmail.com  
**County:** Donegal  
**Enquiries To:** [woodlandnationalschool@gmail.com](mailto:woodlandnationalschool@gmail.com)  
**Website:** <https://www.woodlandns.ie>  
**Further Information:** <https://woodlandns.ie/>

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