

## CONTRACT FOR DEPUTY PRINCIPAL IN C&C SECTOR

### CONTRACT FOR DEPUTY PRINCIPAL OF A COMMUNITY or COMPREHENSIVE SCHOOL

1. **Name of Employer:** \_\_\_\_\_
2. **Address of Employer:** \_\_\_\_\_
3. **Name of Employee:** \_\_\_\_\_
4. **Place of Work:** \_\_\_\_\_

5. **Nature of Contract**

The Contract is a contract of continuous employment commencing on (date) whereby the school employs the Deputy Principal to undertake the duties of Deputy Principal as described in Appendix 1, the role and function of the Deputy Principal. The position is whole-time, permanent and pensionable, subject to the provisions of the Education Act 1998, the Education (Welfare) Act 2000, and any subsequent Act replacing or amending these Acts and the Deed of Trust for Community Schools.

Teaching Council registration is a requirement for this Contract. You are required to maintain registration with the Teaching Council at all times.

6. **Commencement Date**

Contract of Employment made this date (xxyyxx) between (name of employer and address) (hereinafter referred to as the School) and (name of Deputy Principal and address) (hereinafter referred to as the Deputy Principal).

The Board of Management of (school name) agrees to employ (name) as Deputy Principal of the above named school with effect from (date).

7. **Salary and pension**

In consideration of the Deputy Principal undertaking the duties assigned, the School shall authorise the Department of Education and Skills to pay the appropriate salary and allowance for the appropriate grade of Deputy Principal post from the schedule of salaries and allowances for teachers at the rates agreed from time to time in the Teachers' Conciliation and Arbitration Scheme or such other Scheme as may replace same or be otherwise agreed from time to time. The appropriate rate of Deputy Principal's allowance which will be paid to the Deputy Principal in addition to scale salary will be determined by reference to the criteria agreed nationally from time to time and published in Department of Education and Skills Circulars.

Pension arrangements will be in accordance with the standard arrangements provided under the Secondary Teachers' Superannuation Scheme.

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### 8. Pay reference period

The rate of pay, method and calculation of pay is determined by the Department of Education and Skills Post-primary Salaries Section. The pay reference period is fortnightly and payment is by electronic pay path.

The policy and procedures in respect of any overpayments of salary/allowances to personnel on the Department of Education and Skills Payroll are outlined in DES Circular Letter Pay 15/04. In the event of any overpayment of salary/allowance, the notice and method of recoupment will be determined by the criteria set out in Circular Letter Pay 15/04.

### 9. Duties

9.1 The Principal has overall responsibility under the authority of the Board of Management for the day to day management of the school as provided for in the Deed of Trust for Community Schools and is supported in this role by the Deputy Principal. In the absence of the Principal the Deputy Principal will be required to take on the responsibility of the Principal. The statutory functions of a Principal are set out in Section 22 and Section 23 of The Education Act 1998 and the Deputy Principal will assist and support the Principal in carrying out these functions as part of a Senior Management team.

The Deputy Principal will support the Principal in the following functions:

- a) Controlling the internal organisation, management and discipline of the school, including the assignment of duties to members of the teaching and non-teaching staff under the direction of the Principal.
- b) Ensuring that the Board of Management's policies, procedures, guidelines and requirements are adhered to.
- c) The Deputy Principal is required to be fully familiar with the Child Protection Guidelines and it is normal for the Deputy Principal to be the Deputy Designated Liaison Person (DLP).

9.2 The Deputy Principal shall uphold and be responsible for upholding the characteristic spirit of the school as determined by the Patron/Trustees of the school.

9.3 The Deputy Principal of a recognised school and the teachers in a recognised school, under the direction of the Principal, shall have responsibility for the instruction provided to the students in the school and shall contribute, generally, to the education and personal development of students in that school.

9.4 The Deputy Principal shall support the Principal to carry out the following:

- (a) encourage and foster learning in students
- (b) regularly evaluate students and periodically report the results of the evaluation to the students and their parents

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- (c) collectively promote co-operation between the school and the community which it serves, and
- (d) subject to the terms of any applicable collective agreement and their contract of employment, carry out those duties that are assigned to him or her by the Board
- (e) provide leadership to the teachers and other staff and students of the school,
- (f) be responsible for the creation, together with the Principal, Board, parents of students and the teachers, of a school environment which is supportive of learning among the students and which promoted the professional development of the teachers,
- (g) under the direction of the Principal and the Board and, in consultation with the teachers, the parents and, to the extent appropriate to their age and experience, the students, set objectives for the school and monitor the achievement of those objectives, and,
- (h) encourage the involvement of parents of students in the education of those students and in the achievement of the objectives of the school.

9.5. The Deputy Principal shall actively participate in consultation with the Principal and the Senior Management team on matters related to the administration and management of the school as appropriate.

### **10. Attendance**

10.1 The Deputy Principal will be required to be in attendance for days during the school year when the Board of Management / Manager of the school determines that the school should be open for pupils and in accordance with Department of Education and Skills regulations.

10.2 The Deputy Principal will be required by the 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 Deputy Principal shall enter into an agreement with the Principal and the Board of Management in respect of arrangements for such attendances.

10.3 Before the beginning of the school year the Deputy 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 co-operate with the Principal in the preparations involved.

### **11. Entitlement to leave**

11.1 The school year is from 1<sup>st</sup> September to 31<sup>st</sup> August. School personnel are expected to take their holiday entitlement at times convenient to their work. The holiday

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entitlement should be taken after obtaining the permission of the Board of Management. The final decision in allocating annual leave rests with the Board of Management.

- 11.2 Entitlement to personal leave, sick leave and other general terms and conditions of employment will be in accordance with agreements negotiated from time to time and published in circulars by the Department of Education and Skills in accordance with statutory entitlements.

### **12. Absence from Work (Sick Leave)**

The Deputy Principal shall have the same entitlements to certified and uncertified sick leave as a permanent teacher within the second level sector and in accordance with the criteria set down by the Department of Education and Skills rules for payment of incremental salary.

Save in exceptional circumstances, the Board of Management will adhere to such regulations and schemes concerning occupational health that may be agreed from time to time with the Department of Education & Skills.

### **13. Disciplinary procedure**

13.1 All disciplinary matters are dealt with in accordance with the agreed disciplinary procedures under Section 24.3 of the Education Act 1998.

13.2 The Board of Management shall have the power to terminate the contract at any time, without notice, for serious misconduct following a disciplinary hearing conducted in accordance with the agreed procedures under Section 24.3 of the Education Act 1998.

### **14. Grievance Procedure**

If at any time as Deputy Principal you have a grievance regarding your terms and conditions of employment the Board of Management of (school name) request that you follow the agreed grievance procedures.

### **15. Notice of Termination**

Three months' notice in writing shall be given by either side to determine the contract.

### **16. Confidentiality**

Your position may give you access to confidential information which should be treated as such by you at all times. No information pertaining to the Board of Management's activities or personnel should ever be disclosed to any individual, internal or external to the Board without prior authorisation. Under the terms of the Education (Welfare) Act 2000, data may be shared with other bodies prescribed by the Minister for Educational research, provided it is used for a relevant purpose only.

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### 17. Health and Safety

In accordance with the employees' duties under Section 9 of the Health, Safety and Welfare at Work Acts 1989-2005, it is your responsibility to be aware of appropriate safety precautions and take responsibility for implementing these in your place of work.

### 18. Use of Electronic Equipment

The (school name) provides many telecommunication, computing and network resources for use by staff in the pursuance of their duties and to facilitate the efficient exchange of useful information. You will be obliged to fully comply with school policy governing the use of all electronic equipment.

### 19. Ethics

You are expected to adhere to codes of practice and ethical manners as laid out in legislation enactments and other regulations as a member of the teaching profession.

### 20. Rights

Nothing in this contract shall operate to prejudice the rights of the Deputy Principal under statute, common law, equity, EU Laws, codes of practice, fair procedures and natural justice pertaining to employment, whereby such rights are hereby confirmed.

Signed: (Deputy Principal): \_\_\_\_\_ Date: \_\_\_\_\_

Signed: (Board): \_\_\_\_\_ Date: \_\_\_\_\_

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## Appendix 1: Role and Function of the Deputy Principal

### CONTEXT ON ROLE AND FUNCTIONING OF THE DEPUTY PRINCIPAL

The main purpose of the school is to educate – to create an environment that is conducive to learning and the development of the pupil in a caring respectful manner in accordance with the characteristic spirit of the school. This is the main objective of the management of schools.

The role of the Deputy Principal is to assist the Principal in the day to day management of the school. 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 operate as a team in the management of the school. They must work in tandem to fulfil the aims and objectives of the school. That teamwork is also broadened to include the post holders to form part of the senior management team and of course the staff whose co-operation and commitment are also vital to the achievement of the goals of the school.

Schools are presently experiencing and will continue to face major changes over the next decade. As a result, the school as centre of quality education capable of adapting to meeting the educational needs of both academic and non-academic students is becoming more and more important. The priorities of school leadership should be to focus on the quality of teaching and learning in the school, the enrichment of the experience of school life for pupils and teachers and the provision of a broadly based curriculum including a wide and varied range of extra curricular activities. This requires the active involvement of teachers and pupils in as many aspects of school life as is possible and a school emphasis on creating a meaningful sense of parental involvement and responsibility in local education.

Achieving these priorities requires a high level of pro-active leadership with emphasis on both staff and curriculum development and the creation of a strong collaborative culture within the school organisation. A firm but fair discipline policy coupled with an effective pastoral care program and the development of mutually supporting home-school and school-community links are essential ingredients in achieving these aims. Leadership in this context recognises and nurtures a motivated teaching staff as the most important asset in the school.

### Overall Function of the Deputy Principal.

The overall responsibility of the Deputy Principal is to assist the Principal in the management of the school. The Deputy Principal will contribute to the administration of the school as agreed with the Principal.

The Deputy Principal will co-operate with the Principal in carrying out these functions as part of a management team. 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.

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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. The Deputy Principal will normally be at the school at 8.30am and 3.30pm to supervise pupils at the entrance and exit of the school.

### **OUTLINE OF SPECIFIC PROFESSIONAL DUTIES, RESPONSIBILITY FOR WHICH MAY BE DELEGATED, IN WHOLE OR IN PART, TO DEPUTY PRINCIPALS**

- Developing the education aims and objectives of the school and devising strategies to achieve them.
- Developing the school curriculum and assessment policies.
- Coordinating the school plan and policies for approval by the Board of Management.
- Promoting an appropriate curriculum and methods of instruction which recognises the diverse aptitudes and needs of students.
- Promoting ongoing staff development and in-service.
- Developing effective communication systems with pupils, staff, parents and the wider community.
- Liaising with the school union representatives on matters relating to the school.
- Conducting the ordinary activities of correspondence, making reports and returns of information as required by the Department of Education and the Board of Management and ensuring that arrangements are made for dealing with such administrative matters during vacation periods.
- Assisting the Principal with Student discipline in the school.
- Ensuring that parents are informed regularly of the progress of their children at the school.
- Preparing a summary of results of the State Exams for the Board of Management.

#### **Curriculum and Planning**

The Deputy Principal will have responsibility for assisting the Principal

- In developing the education aims and objectives of the school and devising strategies to achieve them.
- In developing the school curriculum and assessment policies.
- In advising the Board of Management as to a probationary teacher's suitability for a permanent post.
- In planning the school timetable.

#### **Day to Day Tasks**

In the Administrative Curricular and Pastoral Development of the school, the Deputy Principal shall

- Assist the Principal in the day to day management of the school, overseeing the daily time tabling of classes.

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- Deputise for the Principal in his/her absence.
- Be responsible for the roster of absent teachers.
- Assist the Principal in matters of student discipline.
- Assist the Principal with break time and lunch time supervision.
- Assist the Principal with morning supervision prior to school opening.
- Assist the Principal in the promotion of good order and general supervision between classes.

### Ongoing tasks

The Deputy Principal shall be responsible for

- Assisting the Principal at and being available for the duration of the State examinations in June.
- Assisting at open days and nights and award nights.
- Assisting with the enrolment/assessment of the First Year Cohort.
- Co-ordinating Staff Development and organising Staff Days.

### Communication

The Deputy Principal is expected to:

- Develop a good working relationship with the Principal, teaching staff and ancillary staff;
- Treat all staff with respect and develop positive relationships.
- Communicate with parents in a positive, friendly and professional manner.
- Communicate with students in a positive, friendly and professional manner.
- Implement the Code of Behaviour and all school policies with an understanding of their rationale.

### Teaching

The Deputy Principal shall teach a maximum of .... hours per week. This may vary in accordance DES Circular 4/98

***Note: In accordance with the DES Circular 4/98 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.***