City of Dublin
Bord Oideachais agus Oiliúna
Education and Training Board

Expression of Interest

Acting Deputy Principal
Specific Purpose Contract: Sick Leave
City of Dublin FET College Inchicore, Southwest Campus
Ref: EOIDPI26

Expression of interest is invited for the above **specific purpose contract** in the City of Dublin FET College Inchicore, Southwest Campus.

Expression of Interest open to	All existing Class III Teachers currently employed by City of Dublin ETB
Proposed Timeline	Shortlisting will begin week commencing: 23rd November 2026 Interviews will take place week beginning: 30th November 2026 ***All dates are subject to change and are for guidance only***
Duration of Position	This is a specific purpose contract covering sick leave
Salary	In accordance with the relevant Department of Education & Youth Class III Salary Scales and appropriate qualification allowances. The post currently attracts a Responsibility Allowance of Category XVII (17) per annum (subject to verification)
Location	The position will be mainly based in the City of Dublin FET College Inchicore, Southwest Campus, Luby Road, Dublin 8, D08 PX93.
Essential Requirements	**Academic** The person appointed must have the necessary academic qualifications for permanent appointment to a teaching post under an Education and Training Board i.e. a University Degree or equivalent. **Teaching Experience** Not less than five years wholetime teaching experience. In this context, wholetime teaching service may be taken to be permanent wholetime, temporary wholetime and EPT / PRT wholetime service where the full 22 hours are worked weekly for the full academic year. **Teaching Council Registration** The person appointed must be fully registered with the Teaching Council without conditions.
Profile	The successful candidate will: • Be a leader, committed to the highest standards of education, provision, administration and governance. • Have a passion for education. • Have strong people management and organisational skills. • Be a visionary and have experience in delivering projects through team work. • Be community minded and conscious of the role the college plays in the local community.
Key Areas of Responsibility	The Acting Deputy Principal, in collaboration with the Principal, shall have responsibility for the following key areas: ***Leading Learning & Teaching*** • Assist the Principal in developing a school environment which is supportive of learning and high achievement among the students. • Develop and provide appropriate learning and curriculum programmes and methods of instruction that meet the needs of all students in the school and timetabling to support them. • Promote effective teaching and learning practices across the school. • Assist in the development of the school curriculum and assessment policies.

	• Develop and implement systems for recording individual pupils' progress and ensure that parents are informed regularly of the progress of their children at the school. • Assist the Principal in supporting the monitoring and evaluation of teaching and learning across the school and contribute to school self-evaluation and the development of improvement plans. ***Leading School Development*** • Assist the Principal in the re-evaluation of the purpose, objectives and activities of the school in line with School Self-Evaluation Guidelines from the Department of Education and Skills Inspectorate. • Assist the Principal in developing the education aims and objectives of the school and devising strategies to achieve them. • Assist the Principal in co-ordinating the school 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 Board of Management as to a probationary teacher's suitability for continued employment in the school. ***Communication*** • Develop effective communication systems with pupils, staff, parents and the wider community. • Maintain effective relationships with the stakeholders involved (City of Dublin ETB, CE, BOM, staff, students, parents, Parents Association, Student Council and the wider school community) • Communicate with students, staff and parents in a positive, friendly and professional manner. • Implement the Code of Behaviour and all school policies with an understanding of their rationale. • Liaising with the school union representatives on matters relating to the school. ***Managing the Organisation*** • Assist the Principal in the day to day management of the school, including the planning and overseeing of the daily time tabling of classes. • Assist the Principal in matters of student 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 student records, teacher records, attendance, purchasing procedures and timetables. • Assist the Principal with break time and lunch time supervision. • Assist the Principal with morning supervision prior to school opening. • Assist the Principal at and being available for the duration of the State examinations in June. • Prepare a summary of results of the State Exams for the Board of Management. • Assist at open days and nights and award nights. • Assist with the enrolment/assessment of the First Year Cohort. • Assist in ensuring the security of the school building and safe keeping of property. • Conduct 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.

	• Comply with the lawful orders of the City of Dublin ETB / CE / BOM and with the rules and requirements of the Minister for Education. ***Self-Awareness and Self-Management*** • Appreciate the importance of the Principal/Acting Deputy Principal relationship, the relationship with other members of the school 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 his/her 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. Candidates should note that questions relating to the key roles above will form part or all of the interview.

Completed online applications should be submitted to:
https://cdetbcareers.thehirelab.com/LiveJobs/ViewJob/CVPSV2XSPQL

Latest date for receipt of completed profiles and application upload is: Friday 20th November 2026

Important Notes:

- ***Applicants must create a profile in order to apply for positions via our online system, which can be done through the link above.***
- ***Creating a profile is NOT applying for a position.***
- ***After a profile is created only then can positions be applied for. The system will generate an email advising that a position has been applied for, and will provide the reference number, if you do not receive this confirmation you have not applied for the position.***
- ***Staff with queries should contact applications@cdetb.ie for assistance quoting the reference number, however staff with technical queries should use the help function available at the login area.***
- ***Any travel or other expenses incurred by candidates whilst undertaking or attending any elements of the selection process will not be refunded by City of Dublin ETB.***
- ***Please note that it is the responsibility of the applicant to ensure that all application documents are received on time. Any technical difficulties encountered by the sender when submitting applications are not the responsibility of City of Dublin ETB. Therefore, candidates are strongly advised to submit applications well before the 12 noon deadline on the specified closing date.***

Late applications will not be accepted. Shortlisting may take place. Canvassing will disqualify.
City of Dublin ETB is an equal opportunities employer.