

**Deputy Principal
Clonturk Community College
(Permanent Position)
Ref: DPCLonCC25**

The overall responsibility of the Deputy Principal is to assist the Principal in the management of the school.

The post currently attracts a Responsibility Allowance of **Category XVII (17)** (subject to verification) per annum.

Terms and conditions of employment: As per the Department of Education directives.

A minimum of five years wholetime teaching experience is essential for the above post

Proposed Timeframe	<p>Shortlisting will take place week commencing: 19th May 2025 Interviewing to commence week beginning: 26th May 2025</p> <p><i>*All dates are subject to change and are for guidance only</i></p>
Salary	In accordance with the relevant Department of Education Class III Salary Scales and appropriate qualification allowances.
Qualifications	<p>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.</p> <p>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 school year.</p>
Profile	<p>The successful candidate will:</p> <ul style="list-style-type: none"> • Be a leader, committed to the highest standards of education, provision, administration and governance. • Have a passion for education. • Have strong people management and organisation skills. • Be a visionary and have experience in delivering projects through teamwork. • Be community minded and conscious of the role the school plays in the local community.
Additional Information	<ul style="list-style-type: none"> • 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 form the senior management team of the school, he/she 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 management team and the staff whose co-operation and commitment are also vital to the achievement of the goals of the school. • The Deputy Principal is required to deputise for the Principal and his/her absence in all matters organisational / administrative and in relation to discipline within the school. • The Deputy Principal must be willing to work in conjunction with / under the direction of the Principal. • The Deputy Principal will normally be required to be in attendance in the school throughout the school day. • 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.

	<ul style="list-style-type: none"> • The Deputy Principal reports to the Principal. • In accordance with DE Circulars 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.
Key Areas of Responsibility	<p>The Deputy Principal, in collaboration with the Principal, shall have responsibility for the following key areas:</p> <p><i>Leading Learning & Teaching</i></p> <ul style="list-style-type: none"> • 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. <p><i>Leading School Development</i></p> <ul style="list-style-type: none"> • 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. <p><i>Developing Leadership Capacity</i></p> <ul style="list-style-type: none"> • 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. <p><i>Communication</i></p> <ul style="list-style-type: none"> • 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. <p><i>Managing the Organisation</i></p> <ul style="list-style-type: none"> • 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.

	<ul style="list-style-type: none"> 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 & Skills. <p><i>Self-Awareness and Self-Management</i></p> <ul style="list-style-type: none"> 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. <p>Candidates should note that questions relating to the key roles above will form part or all of the interview.</p>
Terms and Conditions of Appointment	<ul style="list-style-type: none"> The appointment will be subject to the sanction of the Chief Executive. Any offer will be subject to the receipt of two satisfactory references For the purposes of satisfying the requirements as to health it will be necessary for the successful candidate before they are appointed, to undergo at the City of Dublin ETB's expense, a medical examination by a qualified practitioner nominated by City of Dublin ETB. The person appointed to the post will be required to contribute to the relevant Superannuation Scheme. Extern work may not be undertaken without the prior consent of City of Dublin ETB. City of Dublin ETB reserves the right to transfer as the needs of the organisation dictates. The appointment will have a probationary period, details of which will be stipulated in the contract of employment.
Citizenship Requirements	<p>Candidates should note that eligibility to compete for posts is open to citizens of the European Economic Area (EEA) or to non-EEA nationals with a valid work permit. The EEA consists of the Member States of the European Union along with Iceland, Liechtenstein and Norway. Swiss citizens under EU agreement may also apply. Please visit the link below for updates to these requirements: Coming to Work in Ireland - Workplace Relations Commission</p> <p>Please note that you must advise City of Dublin ETB if a work permit is required by you before commencing employment with City of Dublin ETB. This requirement should be notified to City of Dublin ETB as soon as possible.</p>
Teaching Council	<p>The successful applicant must be currently registered with the Teaching Council of Ireland.</p>

Garda Vetting	<p>City of Dublin ETB is registered with the National Vetting Unit (NVU) which provides a disclosure service for organisations who have staff positions which may involve regular unsupervised access to children and vulnerable adults. As part of the organisations recruitment and selection process, offers of employment will be subject to NVU disclosures, where applicable.</p> <p>City of Dublin ETB reserves the right to re-vet all staff employed in positions that entail working with children and vulnerable adults at any time during their employment.</p>
Superannuation & Retirement	<p>The successful candidate will be offered the appropriate superannuation terms and conditions as prevailing in the Public Service at the time of being offered an appointment. In general, an appointee who has never worked in the Public Service will be offered appointment based on membership of the Single Public Service Pension Scheme ("Single Scheme"). Full details of the Scheme are at www.singlepensionscheme.gov.ie.</p> <p>Where the appointee has worked in a pensionable (non-Single Scheme terms) public service job in the 26 weeks prior to appointment or is currently on a career break or special leave with/without pay, different terms may apply. The pension entitlement of such appointees will be established in the context of their public service employment history.</p> <p>Key provisions attaching to membership of the Single Scheme are as follows:</p> <ul style="list-style-type: none"> • Pensionable Age: The minimum age at which pension is payable is 66 (retirement age is linked to State Pension Age). • Retirement Age: Scheme members must retire on reaching the age of 70. • Career average earnings are used to calculate benefits (a pension and lump sum amount accrue each year and are updated each year by reference to CPI). • Post retirement, pension increases are linked to CPI
Pension Abatement	<p>If the appointee has previously been employed in the Civil or Public Service and is in receipt of a pension from the Civil or Public Service or where a Civil/Public Service pension comes into payment during his/her re-employment that pension will be subject to abatement in accordance with Section 52 of the Public Service Pensions (Single Scheme and Other Provisions) Act 2012. Please note: In applying for this position you are acknowledging that you understand that the abatement provisions, where relevant, will apply. It is not envisaged that the employing Department/Office will support an application for an abatement waiver in respect of appointments to this position.</p> <p>However, if the appointee was previously employed in the Civil or Public Service and awarded a pension under voluntary early retirement arrangements (other than the Incentivised Scheme of Early Retirement (ISER), the Department of Health Circular 7/2010 VER/VRS or the Department of Environment, Community & Local Government Circular letter LG(P) 06/2013, any of which renders a person ineligible for the competition) the entitlement to that pension will cease with effect from the date of reappointment. Special arrangements may, however be made for the reckoning of previous service given by the appointee for the purpose of any future superannuation award for which the appointee may be eligible.</p>
Department of Education Early Retirement Scheme for Teachers Circular 102/2007	<p>The Department of Education introduced an Early Retirement Scheme for Teachers. It is a condition of the Early Retirement Scheme that with the exception of the situations set out in paragraphs 10.2 and 10.3 of the relevant circular documentation, and with those exceptions only, if a teacher accepts early retirement under Strands 1, 2 or 3 of this scheme and is subsequently employed in any capacity in any area of the public sector, payment of pension to that person under the scheme will immediately cease. Pension payments will, however, be resumed on the ceasing of such employment or on the person's 60th birthday, whichever is the later, but on resumption, the pension will be based on the person's actual reckonable service as a teacher (i.e. the added years previously granted will not be taken into account in the calculation of the pension payment).</p>

Exclusions	<p>Candidates should note that persons who have taken part in public service early retirement schemes including the following are not eligible to take part in this competition:</p> <p>Incentivised Scheme for Early Retirement (ISER): It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in the Department of Finance Circular 12/09 that retirees, under that Scheme, are debarred from applying for another position in the same employment or the same sector. Therefore, such retirees may not apply for this position.</p> <p>Department of Health and Children Circular (7/2010): The Department of Health Circular 7/2010 dated 1 November 2010 introduced a Targeted Voluntary Early Retirement (VER) Scheme and Voluntary Redundancy Schemes (VRS). It is a condition of the VER scheme that persons availing of the scheme will not be eligible for re-employment in the public health sector or in the wider public service or in a body wholly or mainly funded from public funds. The same prohibition on re-employment applies under the VRS, except that the prohibition is a period of 7 years, after which time any re-employment will require the approval of the Minister for Public Expenditure and Reform. Persons who availed of either of these schemes are not eligible to take part in this competition. People who availed of VRS scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility).</p> <p>Department of Environment, Community & Local Government (Circular Letter LG (P) 06/2013): The Department of Environment, Community & Local Government Circular Letter LG (PP) 06/2013 introduced a Voluntary Redundancy Scheme for Local Authorities. In accordance with the terms of the Collective Agreement: Redundancy Payments to Public Servants dated 28 June 2012 as detailed below, it is a specific condition of that VER Scheme that persons will not be eligible for re-employment in any Public Service body (as defined by the Financial Emergency Measures in the Public Interest Acts 2009 - 2011 and the Public Service Pensions (Single Scheme and other Provisions) Act 2012) for a period of two years from their date of departure under this Scheme. These conditions also apply in the case of engagement / employment on a contract for service basis (either as a contractor or as an employee of a contractor).</p> <p>Collective Agreement Redundancy Payments to Public Servants: The Department of Public Expenditure and Reform letter dated 28th June 2012 to Personnel officers introduced, with effect from 1st June 2012, a Collective Agreement which had been reached between the Department of Public Expenditure and Reform and the Public Services Committee of the ICTU in relation to ex-gratia Redundancy Payment to Public Servants. It is a condition of the Collective Agreement that persons availing of the agreement will not be eligible for re-employment in the Public Service by any Public Service body (as defined by the Financial Emergency Measures in the Public interests Acts 2009 – 2011) for a period of two years from termination of the employment. People who have availed of this scheme a who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility).</p>
Ill Health Retirement	<p>Please note that where an individual has retired from a Civil/Public Service body on the grounds of ill-health his/her pension from that employment may be subject to review in accordance with the rules of ill-health retirement within the pension scheme of that employment.</p>
Pension Accrual	<p>A 40-year limit on total service that can be counted towards pension where a person has been a member of more than one pre-existing public service pension scheme (i.e. non-Single Scheme) as per the 2012 Act shall apply. This 40-year limit is provided for in the Public Service Pensions (Single Scheme and Other Provisions) Act 2012. This may have implications for any appointee who has acquired pension rights in a previous public service employment.</p>
Additional Superannuation Contribution	<p>Please note that an Additional Superannuation Contribution (ASC) in accordance with the Public Service Pay and Pensions Act 2017 is payable for this employment.</p>

Declaration	Applicants will be required to declare whether they have previously availed of a Public Service scheme of incentivised early retirement, including schemes not specifically mentioned above. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Public Service employment and/or where they have received a payment-in-lieu in respect of service in any Public Service employment.
Referees	<p>Candidates must supply details of two referees on their application form, please note that these referees should have knowledge of you and your work to whom professional reference can be made. One of which should be your current or most recent employer.</p> <p>Referees may be contacted pre or post interview directly by City of Dublin ETB at its convenience and without further notice to candidates.</p>

Notes:

- Please note that it is the responsibility of the applicant to ensure that all applications are received on time. Any technical difficulties encountered by the sender when forwarding 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.
- Your application will be assessed on the information you submit. Please ensure all sections are completed fully and accurately, giving clear evidence of qualifications, skills and experience. Incomplete applications may not be considered.
- All enquiries regarding your application should be made to applications@cdetb.ie. You must use the post reference in the subject line of the email.
- Providing incorrect information or deliberately concealing any relevant facts may result in disqualification from the selection process or, where discovery is made after appointment, in summary dismissal.
- Selection will be by the way of a competitive interview which will focus on the key skills and duties of the role and the competencies associated with roles at this level.
- 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.

Latest date for receipt of completed application forms to applications@cdetb.ie is:

12 noon on Monday 19th May 2025

Late applications will not be accepted. Shortlisting may take place.

Canvassing will disqualify.

City of Dublin Education and Training Board is an equal opportunities employer.

Dr. Christy Duffy
Chief Executive