

KILTEALY NATIONAL SCHOOL

Kiltealy, Enniscorthy,
Co.Wexford.



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In-School Management Policy (Posts and Responsibilities)

Introduction

This policy was the product of whole –staff collaboration in tandem with the Board of Management of the school. In-School Management duties were last revised in 2021.

Rationale

As per the “Looking At Our Schools 2016” document, school leaders manage, lead and mediate change to respond to the evolving needs of the school and to changes in education. School leaders also have a responsibility to empower staff to take on and carry out leadership roles.

Procedures have to be put in place to distribute leadership, share the workload and give a sense of ownership to staff. This is done through communication and delegation. As far as is possible, it is proposed to match the responsibilities of the posts to the central tasks of the school.

Relationship to School Ethos

Kiltealy N.S. strives to promote the individual and collective personal and professional development of staff and this policy is in keeping with those aims and ideals.

Aims/Objectives

- To ensure efficiency and further facilitate the smooth running of the school.
- To establish selection procedures for Posts of Responsibility
- To foster collegiality
- To harness the unique talents of individual teachers towards providing a happy, efficient and child-friendly school environment.
- To delegate prudently so that each post holder feels valued and contributes positively to organisational and curricular areas.

Procedures and Content

- **List tasks**

- **Assign tasks**
- **Secure Agreement**
- **Set Review dates.**

The tasks are listed and prioritised through whole staff consultation. The In-School Management team then meet and tasks are assigned, keeping in mind that there should be an organisational, curricular or pastoral aspect to the duties assigned.

The duties of all post holders are outlined in the In-School Management folder of the school's Organisational Policies. The determination of duties is normally reached by way of consensus between all members of the teaching staff.

Review

A review procedure is held at the end of each school year. This review is carried out normally in the context of the changing needs of the school, and allows post holders feed back to the Board in relation to issues such as time required to perform duties and the quality of tasks incorporated into each post holder's portfolio. No post holder will be assigned different duties without prior agreement.

Advertising a Vacant Post of Responsibility

- The post is advertised in-school where all eligible teaching staff have access to it.
- This notice is sent to any staff who may be on maternity or sick leave/career break.
- This notice will specify the duties attached to the post, the closing date for receipt of written applications, and the address to which applications are to be sent (Chairperson, B.O.M.).
- Ex-Quota and job sharing teachers are eligible to apply.
- The selection of applicants for a post of responsibility is subject to the rules and constitution of B.O.M.s (Section 15b+c).
- The Selection Board sets the criteria prior to interview short-lists, and calls candidates to interview.
- The selection criteria are as follows:-

- Leading Teaching and learning
- Leading School Development
- Managing the Organisation
- Developing Leadership capacity

Each of the above are of equal weighting but are subject to the findings of the In-School Management review report.

When the post is filled and no appeal has been lodged within 10 days, the B.O.M. notifies the D.E.S. using a P.O.R. 1 form.

Appeals

- Unsuccessful candidate writes to the Chairperson of the B.O.M.
- Chairperson responds within 10 days and if an appeal is to be lodged this must be done within a further 5 days.
- A Board of Arbitration is selected consisting of B.O.M. Rep., I.N.T.O. Rep. and an independent chairperson.
- The Arbitration Board is furnished with all details of the appointment by the Chairperson of the B.O.M. including marking sheets.
- The Arbitration Board conducts the hearing without delay allowing each party to present its case and to question and respond to the other party.
- The Arbitration Board then withdraws to consider its findings and the outcome is notified to the Chairperson of the B.O.M. The decision of the Arbitration Board is final.

Roles and Responsibilities

Both staff and B.O.M. have a crucial role to play as many duties are assigned in this school through discussion and consensus. The Principal, Deputy Principal and the Chairperson of the B.O.M. oversee the delegation of duties and the Principal monitors the entire process with assistance from all post-holders. Post holders submit an annual report to the BOM at the end of each school year.

Success Criteria

1. Discussion/Evaluation at Staff Meetings.
2. Positive feedback.

3. Teacher Observation.
4. Efficient routines and well organised procedures.

Policy Review

This policy is reviewed every 2 years.

Signed _____ (Chairperson)

Date: _____

List Responsibilities
Deputy Principal – Danielle O’Neill

Deputy Principal

- Deputise for the Principal in her absence or unavailability, at school or at other school related meetings and events. The Deputy Principal will be able to carry out all the duties and responsibilities of the Principal when so required.
- Attend regular middle management meetings

Covid 19 Duties

- LWR - Lead Worker Representative (Help put Covid measures in place, communicate with staff, carry out regular checks that measures are in place, keep records, report issues to principal, keep staff up to date with Covid 19 advice from the Government and manage someone with symptoms of Covid 19.
- Create and update our school’s Covid Response Plan alongside Ms. Duff.
- Work alongside Ms. Duff in creating other Covid 19 documentation – Covid 19 Policy, RTW Form, Risk Assessment and Contact Tracing Log.

English

- English Co-ordinator - co-ordinate the Readathon and the Book Fair alongside Ms. Kehoe.
- Purchase novels for the school (1st – 6th classes)

Irish

- Seachtain na Gaeilge co-ordinator: Timetabling of events and activities for the week
- Promote Irish speaking – organise prizes/certificates for Gaeilgeoir na Seachtaine

Science

- Science co-ordinator – source, organise and purchase science equipment/resources in consultation with Teaching Staff
- STEM-lead SSE in STEM alongside Ms. Duff

Policies

- Prepare various management policies alongside Ms. Duff
- Present policies to the staff, modify and put to the board for ratification.

School Website/Facebook Page

- Organise and update the School Website – Updates added each month.
- Keep our school’s Facebook page up to date.

SEN

- Work alongside Ms. Duff and Ms. Dowling as part of the SEN team

Other

- Other duties that may rise throughout the year

Post of Responsibilities
Assistant Principal 11 (AP11) - Áine Dowling

AP11

- Deputise for the Principal and Deputy Principal in her absence or unavailability. The AP11 will carry out all duties and responsibilities of the Principal/ Deputy Principal as needed.
- attend regular middle management meetings

Covid Duties:

- Deputy Lead Worker Representative (DLWPR) support Lead Worker Representative (LWR) in carrying out her duties
- report any issues to LWR or principal

SET Co-ordinator:

- Overseeing the day-to-day operation of the SEN policy
- Coordinating provision for children with special educational needs
- Organising the timetable for support teaching
- Liaising with and advising fellow teachers and SNAs

Assessments:

- organise and administer MIST assessments with Junior Infants alongside Ms. Kehoe and Ms. Crosbie Term 1 and Term 3
- Administering specific tests to identify the needs of a child (eg WRAT, NRIT)

RSE:

- With consultation from Ms. Duff and Ms. Dillon, Coordinate and present RSE talk to 4th class.

Literacy Lift-Off:

- Coordinate Literacy Lift Off alongside Ms. O'Neill - setting up groups, assessments, Differentiated work for SEN student
- Literacy Lift Off benchmarking alongside Ms. Crosbie.

Policies:

- Prepare various management policies alongside Ms. Duff and Ms. O'Neill
- present policies to staff, modify and put them to the Board of Management for ratifying

Health and safety:

- safety officer- carry out regular checks to ensure safety measures are in place, report any health and safety issues to the Principal, keep records
- update a Health and safety risk assessment annually with Ms. Duff.

Professional development:

- take part in various webinars in my area of responsibility
- share important information with staff