



## **Appointment of Principal, Mount Mercy College**

**Commencement Date: 1<sup>st</sup> September 2017**

**Closing Date for applications: Tuesday, June 20<sup>th</sup>., 2017 @ 4pm**

### **MOUNT MERCY COLLEGE MISSION STATEMENT**

*In Mount Mercy College, we strive to promote self worth and self confidence in a Christian environment. We aim to enable students to develop their full potential with emphasis on the academic, cultural, social, spiritual, aesthetic and technological areas and to foster a sense of caring and justice.*



# **JOB DESCRIPTION PRINCIPAL**

## **MOUNT MERCY COLLEGE**

### **❖ Post Summary**

The Principal and Deputy Principals form the senior management team of the school and they must work together 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 Principal must lead and co-ordinate this teamwork.

The Principal is responsible for all organisational/administrative and discipline within the school.

The Principal must be willing to work in conjunction with his/her management team and under the direction of the Board of Management.

The Principal will be required to be in attendance in the school throughout the school day.

The 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.

### **❖ Reporting/Accountability Relationship**

The Principal shall report to the Board of Management and the Dept. of Education & Skills in the context of:

1. Prudent and responsible management of finances and resources
2. Submission of Financial Reports to the Board of Management; F.S.S.U; CEIST.

### **❖ Key Areas of Responsibility**

The Principal is responsible for:

#### **○ Leadership in school ethos and values**

- The Principal should provide faith leadership and build the school community in a culture and religious tradition that is in accordance with the Mercy tradition and the core values of CEIST. He/She will endeavour to place faith development appropriately within the whole school planning and review process.

#### **○ Leader of Teaching & Learning**

**As Leader of Teaching & Learning, the Principal should:**

- Develop a school environment which is supportive of learning and high achievement among the students.
- Develop and provide appropriate learning ; curriculum programmes, supportive timetabling and methods of instruction that meet the needs of all students in the school/
- Promote effective teaching and learning practices across the school.
- Develop 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.
- Support the monitoring and evaluation of teaching and learning across the school and lead school self-evaluation and the development of improvement plans.

#### **○ Leader – School Development**

**As Leader of School Development, the Principal should:**

- Evaluate the purpose, objectives and activities of the school in line with School Self-Evaluation Guidelines from the Department of Education and Skills Inspectorate.
- Develop the education aims and objectives of the school and devise strategies to achieve them.
- Co-Ordinate the school plan and policies for approval by the Board of Management.

### ○ *Leader – People & Teams*

#### **As Leader of People & Teams, the Principal should:**

- Develop a good working relationship with the management team, teaching staff, secretarial staff and caretaking staff.
- Treat all staff with respect and develop positive relationships.
- Promote continuous professional development and identify the staffing needs of the school – i.e. teaching and support staff.
- Co-ordinate Staff Development and organise Staff Training.
- Advise the Board of Management as to a probationary teacher's suitability for continued employment in the school.

### ○ *Recruitment and Training*

#### **The Principal should:**

- Advise the Board of Management regarding the staffing needs of the school.
- Liaise with the Dept. of Education & Skills regarding staffing allocations.
- Co-Ordinate the recruitment and interview process regarding new staff

### ○ *Communication*

#### **The Principal should:**

- Develop effective communication systems with pupils, staff, parents and the wider community.
- Maintain effective relationships with those involved (BOM, Staff, Students, Parents/Guardians, Parents Association, Student Council and the wider school community).
- Communicate with students, staff and parents/guardians in a positive, friendly and professional manner.
- Implement the Code of Behaviour and all school policies with an understanding of their rationale.
- Liaise with the school Union Representatives on matters relating to school business.

### ○ *Organisational Management and Administrative Skills*

#### **With responsibility for organisational management & administration, the Principal should co-ordinate/delegate:**

- The day to day management of the school, including the planning and overseeing of the daily time tabling of classes.
- Matters of student discipline, in the promotion of good order and general supervision between classes.
- Responsibility for the roster of absent teachers and the implementation of and monitoring of the Supervision and Substitution Scheme.
- The maintenance of effective data management systems such as student records, teacher records, attendance, purchasing procedures and timetables.
- Break time and lunch time supervision.
- Morning supervision prior to school opening.
- The organisation and administration of the State examinations in June.
- Prepare a statistical summary of results of the State Exams for the Board of Management.
- Open nights and award nights.
- The enrolment/assessment of the First Year Cohort annually.
- The security of the school building and safe keeping of property.
- The ordinary activities of correspondence, making reports and returns of information as required by the Department of Education; CEIST; J.M.B. and the Board of Management.
- Compliance with the lawful orders of the DES/BOM and with the rules and requirements of the Minister for Education & Skills.

## ○ **Self-Awareness and Self-Management**

### **The Principal should:**

- Appreciate the importance of the relationships with staff, other members of the school community and the importance and overall impact of effective working relationships.
- Set a high 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.

### ❖ **Person Specification: Principal, Mount Mercy College**

#### ❖ **Essential Criteria:**

#### **To qualify for appointment candidates must:**

Have Post Primary Teaching Qualifications recognised by the Department of Education & Skills for the purposes of teaching in a second level college as defined by Department of Education & Skills.

Have a **minimum of five** years' whole time satisfactory teaching service or its equivalent.

Be registered with the Teaching Council.

#### ❖ **Core Competencies Required for Mount Mercy College:**

##### **Leader – Faith School**

Understands and be willing to promote the core values and ethos in accordance with the CEIST Charter.

##### **Leader – Teaching and Learning**

Understands that high quality teaching and learning is central to the ethos of Mount Mercy College - demonstrating the skills to act as an instructional leader and ensuring that our students are at the heart of our endeavours as educators.

##### **Leader – College Development**

Demonstrates the ability to take a broad and long term view of the needs, purpose and objectives of Mount Mercy College.

##### **Leader – People and Teams**

Demonstrates the willingness and ability to develop individuals and teams throughout the school community and delegate leadership within those individuals and teams.

##### **Communication**

Have the capacity to clearly articulate views, opinions and attitudes through effective, appropriate and empathic interaction with the school community in a variety of situations and contexts.

##### **Organisational Management and Administrative Skills**

Utilise a range of resources, supports and processes to ensure the effective and efficient running of the college.

##### **Self-Awareness and Self-Management**

Is self-aware and has the capacity to self-manage and develop personally and professionally.

#### ❖ **The successful candidate will:**

- Be a leader, committed to the highest standards of education, administration and governance.
- Have a passion for education and continuous professional development.
- Have strong people management and organisational skills.
- Be discerning and innovative, capable of delivering projects through team work.
- Be community minded and conscious of the role Mount Mercy College plays in the local and broader community.

