

Looking At Our School 2016

The statements of practice – leadership and management

LAOS	LAOS	LAOS	Consultation at Staff Meeting/remote consultation (not in any order of priority)
Dimension No. 2	The 4 Domains	The 4 Standards in each	Identify Leadership and Management Needs & Priorities
Leadership and Management	1. Learning and Teaching	Promote a culture of improvement, collaboration, innovation and creativity in learning, teaching, and assessment	<ol style="list-style-type: none"> 1. Leading Learning and Teaching 2. Student Academic Achievement 3. Academic Tracking 4. Intake to first year from primary school: transfer data, testing, exemptions in Irish. 5. Student Mentoring 6. ICT, e-Learning and Digital Media Integration 7. Dean of Studies 9. Junior Cycle 10. Curriculum Development 11. Encourage staff to share practices 12. Promote Innovation and Creativity 13. Celebrate Achievements
		Foster a commitment to inclusion, equality of opportunity and the holistic development of each student	<ol style="list-style-type: none"> 1. Learning Support 2. Award Ceremonies, Positive Affirmation 3. Promote Positive Behaviour 4. Extra-Curricular Activities 5. Wellbeing (CSPE, SPHE, PE, Guidance) 6. Pastoral Care 7. Whole School Guidance 8. Book Rental 9. Wellbeing 10. SEN 11. Policy Reviews

		Manage the planning and implementation of the school curriculum	<ul style="list-style-type: none"> 1.Timetable Planning and Construction 2.Curriculum Development 3.SEN 4.TYO, LCA, LCVP, JCSP 5.Programmes Co-ordinator 6.Wellbeing 7.JCA 8.Examinations 9.Assessment 10.Subject Options
		Foster teacher professional development that enriches teachers' and students' learning	<ul style="list-style-type: none"> 1.CPD 2.Induction of new staff 3. ICT to enhance teaching and learning 4.Improve Teaching and Learning 5.Child Protection 6.Croke Park Hours
	2. Managing the Organisation	Establish an orderly, secure and healthy learning environment, and maintain it through effective communication	<ul style="list-style-type: none"> 1.School Attendance 2.Year group 3.Health and Safety 4.Student Council 5. Communication – whole school – BOM/PC/Staff/SC/
		Manage the school's human, physical and financial resources so as to create and maintain a learning organisation	<ul style="list-style-type: none"> 1.Book Rental Scheme 2.In-house and mock/ pre-examinations 3.Lockers 4.School Finances 5.Leadership of Support Staff 6. Maintain physical resources to maintain high quality learning experience 7.ICT Resources 8.Update school physical resources 9.Subject Budgets
		Manage challenging and complex situations in a manner that demonstrates equality, fairness and justice	<ul style="list-style-type: none"> 1.Implement positive behaviour and implement policies 2. SIP 3.Promote inclusion –ethnicity, SEN, LGBT, 4.Code of Behaviour 5.Child Safeguarding Statement

		Develop and implement a system to promote professional responsibility and accountability	1.SSE / SIP 2.Reflective Practice 3.Promote culture of collaboration 4.Professional Development 5.CPD
3. Leading School Development		Communicate the guiding vision for the school and lead its realisation	1.Guiding Vision of the School 2.Faith Development/Ethos 3. Liturgical Celebrations 4.Inclusive of all students 5.Mission Statement 6.Pastoral Care
		Lead the school's engagement in a continuous process of self-evaluation	1.School Self-Evaluation 2.Policy formation and review 3. School Improvement Planning 4.WSE/MLL/Programme inspection recommendations
		Build and maintain relationships with parents, with other schools, and with the wider community	1.Website/ Marketing and PR/ Newsletter/Social media/Twitter 2 Open nights/ College Annual Awards 3.Build relationships with Parents and the wider community initiatives 4.Parent Council 5.Managing Complaints 6.Parent Teacher Meetings 7.Communication Strategy
		Manage, lead and mediate change to respond to the evolving needs of the school and to changes in education	1.Curriculum Development & SSE 2.Wellbeing 3. TYO, LCA, LCVP and JCSP development 4. Teaching and Learning 5.Website development and social media 6.Knowledge of broader educational environment
4. Developing Leadership Capacity		Critique their practice as leaders and develop their understanding of effective and sustainable leadership	1. Peer Collaboration, SSE, 2. Annual report to BOM Trustees 1998 Ed. Act 3.CPD 4.Reflective Practice and self-awareness

		Empower staff to take on and carry out leadership roles	1.Mentoring new staff, CPD 2. Avail of opportunities offered to school by training agencies 3.Empowers staff to take leadership roles 4.Foster teamwork 5.Mentoring of staff
		Promote and facilitate the development of student voice, student participation, and student leadership	1.Student voice / Prefect system - Class Captains / Student Council/Leadership 2.Leading student engagement in SSE 3.Extra-Curricular activities
		Build professional networks with other school leaders	1.Professional Associations 2.Support effective management and leadership practices

The list is not exhaustive.

Leadership and Management Needs and Priorities

Approved by Board of Management on {date} Posted on Staff Noticeboard: {date} Signed: _____ Secretary, BOM

Annual Report (Trustees and Ed. Act)
Award, Reward and Positive Affirmation
Curriculum Development
Enrolment and Induction
Environmental Awareness & Climate Change
Examinations
Extra-Curricular Activities
Faith Development and Ethos
GDPR and Compliance
ICT
Junior Cycle
Leading Learning and Teaching
Parent Council
Policy Development and Review
PPU Alumni and Community initiatives
PR and Social Media
Programmes Co-Ordinator
SSE and School Improvement Plan
SEN
Staff Development, Training and CPD
Student Attainment
Student Voice and Participation
Student Welfare
Timetable planning and construction
TYO
Wellbeing

The list is not exhaustive

Roles and Responsibilities

The Assistant Principal will support best practice as set out in Looking at Our Schools 2016, the leadership and management structure in the school and those charged with its implementation and the principle of flexibility in the assignment of roles and responsibilities. The Assistant Principal will support and promote the school ethos, high quality in student care, learning and teaching and the development of student voice, participation and leadership. The Assistant Principal will collaborate with colleagues in ongoing review and critique of school policies in line with SSE principles and in promoting a culture of professional responsibility and accountability.

Role	Responsibilities
Leader of Award, Reward and Positive Affirmation	Promote a culture of improvement, collaboration, innovation and creativity in learning, teaching, and assessment. Foster a commitment to inclusion, equality of opportunity and the holistic development of each student and build and maintain relationships with parents.
Leader of Curriculum Development	Manage the planning and implementation of the school curriculum and manage, lead and mediate change to respond to the evolving needs of the school and to changes in education. Promote a culture of improvement, collaboration, innovation and creativity in learning, teaching, and assessment.
Leader of Extra-Curricular Activities	Promote and facilitate student participation, student leadership and the development of student voice, while fostering inclusion, equality of opportunity and the holistic development of each student.
Leader of Leading Learning and Teaching	Promote a culture of improvement, collaboration, innovation and creativity in learning, teaching, and assessment. Facilitate and encourages staff to critique their individual practice as leaders of learning and teaching. Lead change to respond to the evolving needs of the school and to changes in education.
Leader of Policy Development and Review	Lead change to respond to the evolving needs of the school with a commitment to inclusion, equality of opportunity, the holistic development of each student, equality, fairness and justice. Lead the school's engagement in a continuous process of self-evaluation, which encourages staff to critique their individual practice as leaders. Empowers school partners to take on and carry out leadership roles in Policy Development and Review.
Leader of Staff Development and Training	Foster staff professional development that enriches teachers' and students' learning, thereby promoting a culture of improvement, collaboration, innovation and creativity in learning, teaching, and assessment. Manage, lead and mediate change to respond to the evolving needs of the school community and to changes in education; develop and implement a system to promote professional responsibility and accountability. Empower staff to take on and carry out leadership roles.
Leader of Timetable Planning and Construction	Manage the planning and implementation of the school curriculum using the school's human and physical resources to create and maintain a learning organisation. Foster a commitment to inclusion, equality of opportunity and the holistic development of each student; communicate the guiding vision for the school and lead its realisation through the timetable. Manage change and respond to the evolving needs of the school community and to changes in education.
Year Head	Overall responsibility for a year group while maintaining an orderly, secure and healthy learning environment in a manner that demonstrates equality, fairness and justice. Communicate the guiding vision for the school and lead its realisation; promote a culture of improvement and foster a commitment to inclusion, equality of opportunity and the holistic development of each student. Build and maintain relationships with parents, respond to the evolving needs of the school community and to changes in education.

The list is not exhaustive.

Approved at BOM meeting {date} Signed:

Secretary, BOM