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**JMB Assistant General Secretary**

**(Education, Research, Development and Training)**

**Role Profile**

**The Secretariat of Secondary Schools** (**SSS**)

The Secretariat of Secondary Schools (SSS) is the management body for all voluntary secondary schools in the Republic of Ireland. It exercises this function through its JMB/AMCSS divisions, the Joint Managerial Body and the Association of Management of Catholic Secondary Schools. JMB/AMCSS exercises a leadership role at national level in the formulation, development and implementation of policy and represents the voluntary secondary school sector in negotiations on issues which affect leadership and management in schools. JMB/AMCSS also provides support, advice, and professional development opportunities across a wide range of operational and leadership areas of activity in our member schools.

The goals and objectives of the SSS, as outlined in the Strategic Development Plan 2022 – 2025, guide the work of the SSS. The plan’s strategic goals demonstrate the organisation’s commitment to excellence, the value of denominational education, promoting educational research and the development aims of the voluntary secondary sector, and its commitment to engage stakeholders. Through this engagement and developing strategic relationships with the education partners, the organisation articulates an identity consistent with its mission, vision, and values.

**Summary of Role**

The SSS is recruiting for an Assistant General Secretary, a key senior leadership position within the Joint Managerial Body (JMB). The appointee will play a pivotal role in leading the development and execution of the JMB's strategic plan, as well as representing, supporting, and advising senior leaders and boards of management in Ireland’s voluntary secondary schools.

This role requires a diverse skill set to effectively address curriculum and policy development complexities, particularly in the current context of senior cycle redevelopment and the inclusion of students with special educational needs. Working with colleagues within the senior leadership team and the Education Research and Development Unit, the appointee will also lead the provision of professional development programmes and advice for school leadership in these areas and also contribute to the overall strategic leadership of the JMB.

The person appointed will work closely with the senior leadership team and take a leadership role within the Research, Development and Training Unit, guiding colleagues in successfully implementing the organisation’s strategic plan and work programmes.

In addition to at least a Level 9 qualification in education and a minimum of five years’ experience working within the education sector, the essential skills and competencies that are required are:

1. **Deep understanding and commitment to the core objectives of the Secretariat of Secondary Schools and the wider Irish education system**

* Comprehensive knowledge of and appreciation for voluntary secondary schools, the value of denominational education and the strategic objectives and goals of the Secretariat of Secondary Schools, as outlined in the Strategic Development Plan 2022 – 2025
* Comprehensive knowledge of and appreciation for the Irish post-primary education sector's structure, policies and challenges.
* Familiarity with national education policies, the post-primary curriculum, and the regulatory framework governing schools in Ireland
* Experience in policy analysis, development and advocacy, with the ability to influence education policy at the national level

1. **Strategic thinking and visionary leadership**

* Ability to work with the senior leadership team to develop and articulate a clear vision for JMB that aligns with the mission and values of the Secretariat of Secondary Schools
* Capacity to think strategically about the challenges and opportunities for JMB, setting long-term goals and developing actionable plans to achieve them
* Openness to innovation and the ability to foster a culture that encourages creative thinking and problem-solving among staff
* Ability to develop and articulate a clear vision for the future of voluntary secondary schools in Ireland, aligned with the mission and values of the Secretariat of Secondary Schools
* Ability to strategically analyse challenges and opportunities within voluntary secondary schools, aiding JMB in shaping educational policy at a national level
* Ability to engage with the latest research, data, trends, and developments in education to guide the strategic direction of JMB
* Ability to identify areas of future research to assist the JMB in meeting its objectives

1. **Commitment to development: professional development and organisational development**

* A passion for education and a demonstrated commitment to the ongoing professional development of oneself, JMB staff and school leaders within member schools
* An ability to lead the development and implementation of a programme of professional development for school leaders aligned with national policy objectives relating to the inclusion of students with special education needs and national curriculum policy objectives, particularly senior cycle curriculum redevelopment and the renewal of the junior cycle curriculum
* A commitment to the development of the JMB as an organisation

1. **Communication and interpersonal skills, including stakeholder engagement and relationship management**

* Exceptional verbal and written communication skills, with the ability to articulate complex ideas clearly and persuasively
* Exceptional skills in drafting submissions, position papers, proposals and reports, effectively communicating JMB's stance on various issues
* Ability to represent and advocate for JMB's interests in various forums, effectively communicating the needs and concerns of voluntary secondary schools

1. **Policy development and advocacy**

* Experience in policy analysis, development, and advocacy, with the ability to influence education policy at the national level
* Skills in drafting submissions, position papers, proposals and reports that effectively communicate JMB's stance on various issues
* Representing JMB on boards/committees as appropriate to the role and consistent with the aims of the organisation.

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| Role title | Assistant General Secretary – Education Research Development and Professional Development |
| Reporting to | General Secretary (Chief Executive) |
| Salary scale | To be determined in the context of the seconded nature of the position. |
| Nature of post | Full Time Secondment |
| Location of work | The Assistant General Secretary will be based in the Secretariat of Secondary Schools Office at Emmet House, Milltown, Dublin 14. |
| Hours of work | The usual working week is Monday through Friday, 9am to 5pm. However, the role's nature may require attending meetings or other activities outside these times. |
| Application details | Completed application form to be sent to [corporateservices@jmb.ie](mailto:corporateservices@jmb.ie) by Thursday, 31st October at 5pm. |

**Responsibilities of Assistant General Secretary –** **Education, Research, Development and Training**

In delivering on key outcomes of the strategic development plan [as specified hereunder], the position provides for the leadership and oversight of the parts of the organisation listed below. This list is not exhaustive and is subject to change as the organisation evolves. As a member of the senior leadership team (SLT), the post holder will take on new and relinquish other responsibilities from time to time. In reporting directly to the General Secretary, the post holder is expected to be flexible regarding any other such duties that may be so prescribed from time to time:

***Education [SDP Outcomes 2.2, 2.4, 2.5, 3.1 and 5.4]***

* Leading and managing the organisation’s pivotal role as a key influencer in education policy and practice at post-primary level
* Ensuring that JMB professional development programmes for school leaders are aligned with current national policy objectives, particularly in the areas of curriculum, learning and teaching, and the inclusion of students with special educational needs.
* Collaborating with bodies and agencies charged with school leadership and teacher professional development, education policy implementation, and school support to ensure that national policy developments are supported by multi-level, concurrent, and longer-term intervention/accompaniment to enable the deep change envisioned at the policy level in schools.
* Developing submissions, response reports and position papers setting out the organisation’s stance on education policy and practice developments at post-primary level
* Drafting submissions to the Oireachtas, the Department of Education and to other government bodies and preparing the organisation’s annual pre-budget submission.
* Providing for SSS representation on state agencies and other relevant bodies relating to curriculum and assessment, special educational needs, teacher professionalisation and other fields of activity as required by the organisation’s role as a recognised school management body
* Liaising and developing collaborative relationships with government departments, relevant statutory agencies and other relevant bodies in the development of education policy and improving the awareness of school management concerns in policy implementation
* Ensuring an effective advisory service relating to education matters is provided to all voluntary secondary schools
* Maintaining and developing communication and feedback structures to maintain the highest levels of awareness of school-level implementation challenges and possibilities relating to education policy
* Maintaining and developing effective communication across all divisions of the organisation on education matters relating to the role of a recognised school management body
* Establishing formal and informal links with equivalent education bodies in UK and European jurisdictions

***Research [SDP Outcomes 4.1 to 4.5]***

* Carrying out, commissioning, and collaborating with other relevant bodies in the generation of high-quality research which supports the strategic aims of the organisation
* Prioritising research into the issue of school leaders’ workload and wellbeing
* Prioritising research on the value of Catholic education and assessing the impact of government policy on denominational education generally.
* Researching and reporting on the equity of state funding arrangements of voluntary secondary schools
* Encouraging and supporting the research activities of voluntary secondary principals and deputy principals and working to disseminate relevant outcomes from such activity

***Professional Development [SDP Outcomes 1.5, 2.3, 3.3, and 3.6]***

* Ensuring a mandate in respect of relevant and appropriate professional development within the voluntary secondary sector is established and implemented and that opportunities for external collaboration are explored
* Consulting with voluntary secondary schools and education system leaders to determine current professional development requirements and to inform decisions around such provisions in developing a schedule of such professional development:
* Leading and implementing professional development programs for school leadership teams in areas which fall within the remit of the Education, Research, Development and Training Unit in collaboration with JMB colleagues and other stakeholders, including the coordination of Education conference and the annual DEIS conference.
* Ensuring that such professional learning programmes are aligned with national policy objectives and locally expressed needs. In this context, such programmes will be multi-level, concurrent, and will include longer-term interventions/accompaniment professional learning. Initially, the development of longer-term programmes should be prioritised to promote strong engagement with national curriculum and assessment policies, such as those pertaining to senior cycle redevelopment and junior cycle, as well as strong engagement with national inclusion policies and schools’ local provision for students with special education needs. Such learning programs for school leadership teams will focus on supporting leadership teams to work effectively with middle leaders, subject departments, and special education teams to embed national policy objectives in policy and practice at school level.
* Conducting research on school management satisfaction levels with the organisation’s professional development services
* Collaborating with APTCS and CEP in the development of prospective leaders who have an ongoing commitment to denominational education

***Senior Leadership Team membership [SDP Outcomes 1.1, 3.2, and 5.1]***

* Collaborating effectively as a member of the SLT with the JMB Strategy Committee to lead the development and execution of the Secretariat of Secondary School’s strategic goals and annual business planning, including taking shared responsibility for organisational performance
* In collaboration with the SLT, reviewing staffing capacity, deployment and internal operational structures to provide for alignment with the strategic objectives of the organisation over the term of its strategic development plan and supporting the development of a community of practice across the operational areas under the remit of this role
* Developing and implementing a Performance Management Development System (PMDS) in collaboration with the SLT in respect of personnel tailored to the unique needs and goals of staff members and the needs of the organisation.
* Reporting to the SLT at regular intervals on progress in areas of responsibility under the remit of this AGS role
* Engaging with and further developing the organisation’s information management systems
* Optimising cross-functional business analytics to capture service provision to schools and to inform decision-making
* Taking specific responsibility for the development, support and line management of the organisation’s education and R&D functions
* As a member of the SLT, acting as a role model for the Secretariat of Secondary School’s mission and values and promoting a collaborative and collegial approach to fulfilling the functions of the organisation.