



Emmet House, Milltown, Dublin 14, D14V3K8  
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# Newly Appointed Principals'

## Professional Learning Programme 2025

Dear Principal and Chairperson,

We are delighted to invite newly appointed Principals to **Phase 1** of the *Newly Appointed Principals' Professional Learning Programme*, a transformative learning experience designed to support and empower those stepping into school leadership.

**Venue:** Clayton Hotel, Leopardstown Sandyford Business District, Central Park, Dublin 18. D18 K2P1

**Dates:**

- Tuesday, 24 June: 9.00am – 5.00pm
- Wednesday, 25 June: 9.30am – 5.00pm
- Thursday, 26 June: 9.00am – 5.00pm

[Click here to register](#)

**You will be sent a receipt by email which will include a QR code which will be required for registration**

This inspiring programme includes two residential sessions June and November 2025, followed by a targeted one-day session in January 2026. It is crafted to equip newly appointed Principals with the leadership skills, confidence, and strategic insight needed to thrive in today's dynamic educational landscape.

Participants will delve into the complex and rewarding responsibilities of school leadership - from instructional and curriculum leadership to fostering student wellbeing and community engagement. Throughout, there will be invaluable opportunities for professional networking and support from JMB staff and fellow Principals.

### Programme Highlights Phase 1

The three-day intensive programme includes practical, interactive and high-impact sessions on:

- Welcome and Introduction to JMB
- Anti-Bullying Policy & Sexual Harassment Policy for School Staff
- Child Protection Procedures
- Current Education Issues
- Dynamics of Effective Meetings
- Employment of Staff: Strategies, Pitfalls and Best Practice
- GDPR & Data Protection Regulations
- Introduction to FSSU – Financial Services Support Unit
- Managing Leave
- Middle Leadership: Building Capacity Across the School
- OLCS -The Online Claims System
- Principal as Leader and Secretary of the Board of Management
- Standardised School Year, Circular M58/04 & Croke Park Hours
- Strategic Planning, SSE, MLL and Inspections
- Supervision and Substitution
- Working with Parents/Guardians

**Cost:** €450 (training only – accommodation not included)

**Dinner Invitation:** Join us for a welcome dinner on **Tuesday, 24 June at 6.00pm**, hosted by JMB offering a chance to relax, connect, and celebrate your leadership journey.

**Accommodation:** Preferential rates have been secured at the Clayton Hotel, Leopardstown. Early booking is recommended as availability is limited. Please contact the reservations team directly at 01/2935000 and quote **JMB** when booking. If a Principal has not yet been appointed, we suggest booking under the school's name and updating later.

**We look forward to welcoming your newly appointed Principal to this exciting and enriching professional journey.**



**JMB** Joint Managerial Body  
**AMCSS** Association of Management of Catholic Secondary Schools  
**Secretariat of Secondary Schools**  
 Emmet House, Milltown, Dublin 14, D14V3K8  
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# Professional Learning Programme

## for Newly Appointed Principals – Phase 1 June 2025

### Tuesday, 24 June 2025

09.00-09.30	Registration	
09.30-10.00	Welcome and Introduction to JMB	Deirdre Matthews
10.00-11.30	Employment of Staff: Strategies, Pitfalls and Best Practice	Christine West
11.30-12.00	Tea & Coffee	
12.00-13.00	Principal as Leader & Secretary to the Board of Management	Bríd de Brún
13.00-14.00	Lunch	
14.00-15.30	OLCS - Online Claims System * <i>Joint Session (P&amp;DP)</i>	Department of Education
15.30-16.00	Tea & Coffee	
16.00-17.00	The Dynamics of Effective Meetings	Raymond Mc Hugh
17.00-18.00	Pre-dinner - Building Relationships & Networking	
18.00	Dinner with JMB Staff	

### Wednesday, 25 June 2025

09.30-10.30	Working with Parents/Guardians	Christine West
10.30-11.30	Standardised School Year, M58/04 & Croke Park Hours	Caroline O'Reilly
11.30-12.00	Tea & Coffee	
12.00-13.00	Introduction to FSSU - Financial Services Support Unit	Louise Mc Namara
13.00-14.00	Lunch	
14.00-15.30	Child Protection Procedures * <i>Joint Session (P&amp;DP)</i>	Jack Cleary
15.30-16.00	Tea & Coffee	
16.00-17.00	Current Education Issues * <i>Joint Session (P&amp;DP)</i>	Colm Keher

### Thursday, 26 June 2025

09.00-10.30	Anti-Bullying Policy & Sexual Harassment Policy for School Staff Joint Session (P&DP)	Paul Cahill
10.30-11.30	Middle Leadership: Building Capacity Across the School	Bríd de Brún
11.30-12.00	Tea & Coffee	
12.00-13.00	Supervision and Substitution Scheme	Brid de Brún
13.00-14.00	Lunch	
14.00-15.30	GDPR - General Data Protection Regulation * <i>Joint Session (P&amp;DP)</i>	Cyril Drury
15.30-16.00	Tea & Coffee	
16.00-17.00	Managing Leave	Christine West & Paul Cahill

Programme subject to change