



IPPN is the officially-recognised professional body for the leaders of Irish primary schools. It is an independent, not-for-profit association with a local, regional and national presence. Recognised by the Minister for Education as an official Education Partner, IPPN works with the DES, management bodies, unions, education agencies, academic institutions and children's charities towards the advancement of primary education. The Republic of Ireland has approximately 540,000 children attending 3,320 primary schools. IPPN articulates the collective knowledge and professional experience of over 6,600 Principals and Deputy Principals.

## **Support Officer**

**The closing date for applications is 12pm (noon) on Friday 10<sup>th</sup> June 2016.**

**Shortlisted applicants will be invited to interview, which will take place the week beginning Monday 20<sup>th</sup> June 2016 in the IPPN support office in Cork.**

## Part A – Duties and Responsibilities

IPPN's Principal Advice Service provides collegial, accurate but non-directive support to school leaders. The role of the Support Officer is to be an integral part of a team offering one-to-one confidential advice and support for Principals and Deputy Principals who are members of IPPN. The main focus of this position is to empower colleagues to meet the challenges they face as school leaders by addressing their queries in a precise, supportive and expeditious way.

The role of the Support Officer will involve working in consultation and agreement with the Principal Advice Manager and the CEO to fulfill the following primary duties:

1. Play a significant role in contributing to IPPN's development and growth in achieving strategic objectives in support of school leaders
2. Liaise with members in addressing their queries in a timely and accurate manner
3. Contribute content to IPPN resources as required
  - ❖ Leadership+
  - ❖ Resource Bundles
  - ❖ Research
  - ❖ CPD
4. The appointee will also be expected to:
  - ❖ Be flexible in responding to the changing needs of members and IPPN,
  - ❖ Be able to spend time in the Support Office for initial training and as required,
  - ❖ Build strong professional relationship with the Support Office Staff and the Board of Directors
5. Any other duties as may, from time to time, be deemed appropriate

The successful appointee will ideally have the following **competencies**:

- ❖ Be principal or recently retired principal with significant years' experience with a broad understanding of the complexities of school leadership and the difficulties facing principals
- ❖ Have excellent interpersonal and communication skills and a balanced approach to problem solving
- ❖ Be able to work well as part of a team and on their own initiative
- ❖ Have an excellent working knowledge of current Education legislation and regulation through DES circulars
- ❖ Show accuracy and attention to detail in their work
- ❖ Demonstrate a commitment to continuous personal development (counselling, facilitation etc)
- ❖ Be confident in their use of IT and basic software packages
- ❖ Show flexibility in their approach to working with others
- ❖ Show proven judgement and decision making skills

## Part B – Particulars of Office

1. The Support Officer is accountable to the Principal Advice Manager and the CEO on a day-to-day basis and ultimately to the Board
2. All personnel employed in IPPN are required to respect and uphold the principles detailed in their contracts and the Employee Handbook as they carry out their duties and responsibilities. In executing these duties, the Support Officer is required to act in accordance with current legislation, DES Regulations and all IPPN policies
3. It is expected that all IPPN employees would maintain an attitude of:
  - ❖ Respect for the values and mission of IPPN;
  - ❖ Commitment to ongoing professional development and a team approach;
  - ❖ Commitment to and promoting of a working culture of Trust, Respect and Professionalism
4. The position is a part-time, 1 year fixed term contract, reviewable annually. The successful applicant/applicants will be given appropriate mentoring and training
5. The successful candidate will be appointed initially for a probationary period of 3 months
6. The successful candidate will not have succession rights to any roles that may come up in this area but may apply for any vacancy that arises in accordance with IPPN hiring policies
7. Annual leave and public holidays are granted in accordance with the provision of the Organisation of Working Time Act, 1997 and in conjunction with IPPN policy. The annual leave entitlement is 25 days per annum (pro-rata for part-time work).
8. The post holder will work an average of 20 hours per week. The location of this work will be in the Support Officer's home for the most part. Initial training and occasional requirements to meet in the Support Office are also expected. The senior responsibilities and nature of this role will require flexibility outside of normal working hours
9. Each of the Support Officer roles is allocated a €20,800 remuneration package.
10. In the course of his/her employment, the Support Officer may have access to or hear information concerning the affairs of membership, staff or other related organizations. Such information and/or records are strictly confidential. Unless acting on the instructions of an authorised officer, this information must not be divulged or discussed except in the performance of normal duty. In addition, records must never be left in such a manner that unauthorised persons can obtain access to them and must be kept in safe custody at all times. These records must be returned to IPPN upon retirement, resignation or when no longer required
11. The Support Officer is required to give 2 months notice in writing prior to resigning the post.