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| **Board Of Management / Patron** | **P** | **D.P** | **POR** | **SEC** | **Staff** | **Other** | **Avoid** |
| 1.Ensure that fire drills/evacuations are carried out regularly and equipment serviced |  |  |  |  |  |  |  |
| 2.Ensure school records are maintained in accordance with relevant rules and procedures |  |  |  |  |  |  |  |
| 3.Ensure the requirements of Equality and Employment Law are met in relation to staffing (BoM to seek legal advice where required) |  |  |  |  |  |  |  |
| 4.File and secure BoM documents safely |  |  |  |  |  |  |  |
| 5.Provide a School Financial Report ratified by the BoM to the Patron Body (Treasurer) |  |  |  |  |  |  |  |
| 6.Maintain accurate financial records - invoices, purchasing etc (Treasurer) |  |  |  |  |  |  |  |
| 7.Ensure that all contractors engaged to do work in the school have submitted relevant health & safety and insurance documentation (Health & safety officer) |  |  |  |  |  |  |  |
| 8.Ensure accident/incident forms are completed in accordance with the Health & Safety Statement (Health & safety officer) |  |  |  |  |  |  |  |
| 9.Facilitate use of the school premises for use as a polling station, if required. (Mandated by the Electoral Returning Officer, not optional for the school) |  |  |  |  |  |  |  |
| **Board Of Management / Patron** | **P** | **D.P** | **POR** | **SEC** | **Staff** | **Other** | **Avoid** |
| 10.Manage the school on a day-to-day basis, on behalf of the BoM |  |  |  |  |  |  |  |
| 11.Comply with the Rules for National schools/ DES Circulars/ other relevant legislation  |  |  |  |  |  |  |  |
| 12.Ensure the school has a comprehensive Child Protection Policy and implements and reviews it annually |  |  |  |  |  |  |  |
| 13.Report to the BoM any child protection referrals to the HSE. |  |  |  |  |  |  |  |
| 14.Report instances of bullying at each meeting of the BoM |  |  |  |  |  |  |  |
| 15.Act as secretary to the BoM  |  |  |  |  |  |  |  |
| 16.Prepare for and attend BoM meetings |  |  |  |  |  |  |  |
| 17.Provide a Principal's Report to the BoM at each meeting  |  |  |  |  |  |  |  |
| 18. Actively participate in staff appointments as a member of the interview board |  |  |  |  |  |  |  |
| 19.Act as Treasurer of the BoM. (The principal must not act as treasurer - Constitution of Boards and Rules of Procedure) |  |  |  |  |  |  |  |
| **Board Of Management / Patron** | **P** | **D.P** | **POR** | **SEC** | **Staff** | **Other** | **Avoid** |
| 20.Act as Recording Secretary at BoM meetings (See Note below) |  |  |  |  |  |  |  |
| 21.Act as Health and Safety Officer |  |  |  |  |  |  |  |
| 22.Act as Maintenance Officer |  |  |  |  |  |  |  |
| 23.Act as ‘Out of hours’ Key Holder |  |  |  |  |  |  |  |
| 24.Act as Fire and Security Alarms contact |  |  |  |  |  |  |  |
| 25.Follow best practice guidelines in relation to child protection |  |  |  |  |  |  |  |
| 26.Liaise with Chairperson between meetings  |  |  |  |  |  |  |  |
| 27.Collate information for Principal’s Report to BoM |  |  |  |  |  |  |  |
| 28.Circulate agenda of BoM meetings |  |  |  |  |  |  |  |
| 29.Ensure that BoM minutes are kept confidential (IPPN recommends that minutes be read out at the start of the next meeting rather than circulated) |  |  |  |  |  |  |  |
| 30.Facilitate meetings between the BoM and staff (to enable them to get to know each other as well as to provide an opportunity to thank staff for their work and commitment)  |  |  |  |  |  |  |  |
| 31.Be a member of any and every committee appointed by the BoM (Principal is entitled to be a member of all BoM committees but does not have to be) |  |  |  |  |  |  |  |
| **Board Of Management / Patron** | **P** | **D.P** | **POR** | **SEC** | **Staff** | **Other** | **Avoid** |
| 32.Inform the BoM of new initiatives emerging within the educational sector |  |  |  |  |  |  |  |
| 33.Respond to outbreak of infectious disease in school |  |  |  |  |  |  |  |
| 34.Ensure the care and storage of school records and official forms as required by data protection and data retention legislation |  |  |  |  |  |  |  |
| 35.Ensure school has comprehensive policies for Enrolment, Health & Safety, Child Protection, Behaviour, Anti-bullying and Substance Misuse |  |  |  |  |  |  |  |
| 36.Prepare correspondence on behalf of the BoM as required |  |  |  |  |  |  |  |
| 37.Ensure compliance with Relevant Contract Tax/ Revenue Commissioners’ requirements in relation to building and other relevant works |  |  |  |  |  |  |  |
| 38.Prepare and monitor annual budget  |  |  |  |  |  |  |  |
| 39.Monitor bank accounts, incoming payments and cash flow |  |  |  |  |  |  |  |
| 40.Ensure that appropriate protocols and procedures for the handling, counting and banking of money are in place and observed |  |  |  |  |  |  |  |
| 41.Ensure that all fundraising undertaken in the name of the school is approved by the BoM |  |  |  |  |  |  |  |
| **Board Of Management / Patron** | **P** | **D.P** | **POR** | **SEC** | **Staff** | **Other** | **Avoid** |
| 42.Alert the BoM to the need for capital expenditure |  |  |  |  |  |  |  |
| 43.Apply for emergency funding to conduct repairs where necessary |  |  |  |  |  |  |  |
| 44.Authorise school purchasing (per agreed budget) |  |  |  |  |  |  |  |
| 45.Arrange annual audit/certification of school accounts |  |  |  |  |  |  |  |
| 46.Advise the BoM, when vacancies arise, of the requirements of the new post and assist the chairperson with regard to advertising of the vacancy and arrangements for interviews etc  |  |  |  |  |  |  |  |
| 47.Arrange, along with chairperson, for sanction to be sought for new appointments (permanent and temporary) due to rising enrolment, retirement, career break, job sharing, secondment, unpaid leave etc. |  |  |  |  |  |  |  |
| 48. Ensure that staff vacancies are filled in accordance with relevant procedures |  |  |  |  |  |  |  |
| Manage the logistical arrangements for staff appointments |  |  |  |  |  |  |  |
| **Board Of Management / Patron** | **P** | **D.P** | **POR** | **SEC** | **Staff** | **Other** | **Avoid** |
| 49. Ensure that health and safety regulations are implemented, including the preparation and implementation of a Health and Safety statement and making sure that its contents are made known to staff, pupils and visitors to the school |  |  |  |  |  |  |  |
| 50. Review staff applications for EPV days and advise staff of decisions (adhering to the school’s EPV Days policy if there is one) |  |  |  |  |  |  |  |
| 51. Notify the BoM of any hazards that may need attention |  |  |  |  |  |  |  |
| 52. Notify the BoM of issues directly relating to Insurance matters, Health and Safety Regulations, implications of DES circulars |  |  |  |  |  |  |  |
| 53.Review and maintain comprehensive insurance cover for the school, including property damage, loss of school money, employers' liability, public liability, professional indemnity insurance for employees and the BoM, including legal expenses |  |  |  |  |  |  |  |
| 54.Inform insurance company of work being done in the school during school closures |  |  |  |  |  |  |  |
| **Board Of Management / Patron** | **P** | **D.P** | **POR** | **SEC** | **Staff** | **Other** | **Avoid** |
| 55.Maintain a list of caretaking and maintenance tasks to be completed. (Consider appointing a BoM member to the role of maintenance officer) |  |  |  |  |  |  |  |
| 56.Monitor the work of the caretaker/cleaner/contractors |  |  |  |  |  |  |  |
| 57.Ensure that standards of heating, cleaning, care and general appearance of school and school grounds are maintained |  |  |  |  |  |  |  |
| 58.Represent the school at out-of-school functions (shared with post-holders and chairperson where relevant) |  |  |  |  |  |  |  |
| 59.Manage the hire of school facilities (including ensuring that insurance, keyholding, cleaning and collection of rent are agreed in advance and responsibilities assigned; also that permission is granted by the Patron) |  |  |  |  |  |  |  |
| 60.Support fundraising activities. |  |  |  |  |  |  |  |

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| **Parents/Parent Association** | **P** | **D.P** | **POR** | **SEC** | **Staff** | **Other** | **Avoid** |
| 1.Provide professional advice on children’s learning and welfare (Led by teachers with support from the principal where needed) |  |  |  |  |  |  |  |
| 2.Consult and communicate with parents |  |  |  |  |  |  |  |
| 3.Seek notification of the reasons for a child’s absence upon return to school |  |  |  |  |  |  |  |
| 4.Ensure adherence to Parental Complaints Procedure |  |  |  |  |  |  |  |
| 5.Attend meetings with parents and other professionals/ agencies involved with pupils in the school e.g. NEPS/EWO/Child Protection Service/HSE etc. |  |  |  |  |  |  |  |
| 6.Ensure consultation with parents on IEPs (resource teachers and classroom teachers should consult with parents; principal signs off the IEP) |  |  |  |  |  |  |  |
| 7.Organise formal parent/teacher meetings annually |  |  |  |  |  |  |  |
| 8.Support school events organised with parents. |  |  |  |  |  |  |  |
| **Parents/Parent Association** | **P** | **D.P** | **POR** | **SEC** | **Staff** | **Other** | **Avoid** |
| 9.Make school policies available on request (secretary/school website) |  |  |  |  |  |  |  |
| 10.Arrange for the distribution and collection of forms requiring parental consent, including photography, school outings, medical and dental appointments, transfer of pupil information to post primary schools |  |  |  |  |  |  |  |
| 11.Write letters on behalf of parents e.g. custody and access issues (not recommended) |  |  |  |  |  |  |  |
| 12.‘Help’ parents to find places in second level schools. (It is not the function of the principal to appraise and compare secondary schools, nor to put pressure on them to accept pupils). |  |  |  |  |  |  |  |
| 13.Develop a positive relationship with parents and encourage involvement in their children’s education (along with all staff) |  |  |  |  |  |  |  |
| 14.Be aware that the parent is the primary educator of the child and that the school supports that role |  |  |  |  |  |  |  |
| 15.Establish procedures for consulting and communicating with parents, ensuring that they are made fully aware of key 16.school policies e.g. Enrolment, Code of Behaviour, Complaints Procedures, Anti-bullying, School Uniform etc |  |  |  |  |  |  |  |
| **Parents/Parent Association** | **P** | **D.P** | **POR** | **SEC** | **Staff** | **Other** | **Avoid** |
| 16.Ensure parents are aware of the optimal time to communicate with the principal and with teachers |  |  |  |  |  |  |  |
| 18.Meet with parents and be available to discuss their concerns - by appointment (except in emergency) |  |  |  |  |  |  |  |
| 19.Support the setting up of a Parent Association, if none is already set up in the school, should parents desire it |  |  |  |  |  |  |  |
| 20.Arrange introductory meeting for new parents annually |  |  |  |  |  |  |  |
| 21.Arrange annual meetings of class teachers and parents in class groupings |  |  |  |  |  |  |  |
| 22.Co-ordinate general meetings of parents, including meetings relating to enrolment, promotion & retention of pupils, transition to post-primary and relevant aspects of the curriculum |  |  |  |  |  |  |  |
| 23.Communicate school enrolment policy and code of behaviour to prospective parents, including relevant procedures and forms |  |  |  |  |  |  |  |
| 24.Arrange to meet with parents of pupils with poor attendance to work out a strategy to improve attendance |  |  |  |  |  |  |  |
| 25.Circulate the Agreed Report of the BoM to parents |  |  |  |  |  |  |  |
| **Parents/Parent Association** | **P** | **D.P** | **POR** | **SEC** | **Staff** | **Other** | **Avoid** |
| 26.Encourage the Parent Association to develop and implement a written Constitution  |  |  |  |  |  |  |  |
| 27.Implement the guidelines for effective Parent Associations (See *Supporting Each Other* publication – described below) 6 |  |  |  |  |  |  |  |
| 28.Have regard to the views of the Parent Association (regular two-way communication is important) |  |  |  |  |  |  |  |
| 29.Ensure that the Parent Association is appropriately thanked each year for their contribution to school life and for their continued support |  |  |  |  |  |  |  |
| 30.Attend Parent Association meetings (if their Constitution allows) |  |  |  |  |  |  |  |
| 31.Provide access to assessment data |  |  |  |  |  |  |  |
| 32.Arrange for the provision of progress reports on pupils’ performance, both oral and written, to parents |  |  |  |  |  |  |  |
| 33.Draw up a school calendar / diary of events and notify parents of closures |  |  |  |  |  |  |  |
| **Parents/Parent Association** | **P** | **D.P** | **POR** | **SEC** | **Staff** | **Other** | **Avoid** |
| 34.Organise book sales day (sale of school books and requisites to parents), with Parent Association support if possible |  |  |  |  |  |  |  |
| 35.Organise collection of spare items of uniform for use in case of spills/accidents |  |  |  |  |  |  |  |
| 36.Keep parents informed through regular newsletters or other forms of communication |  |  |  |  |  |  |  |
| 37.Attend social functions organised by parents |  |  |  |  |  |  |  |
| 38.Organise Homework Club |  |  |  |  |  |  |  |
| 39.Organise after school supervision. |  |  |  |  |  |  |  |

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| **External Agencies** | **P** | **D.P** | **POR** | **SEC** | **Staff** | **Other** | **Avoid** |
| 1.Deal with requests for work experience, teaching practice and research |  |  |  |  |  |  |  |
| 2.Facilitate the distribution of HSE consent forms and appointments for medical and dental screening |  |  |  |  |  |  |  |
| 3.Provide statistical data as required by DES |  |  |  |  |  |  |  |
| 4.Facilitate educational visits by fire service, local Gardaí, Juvenile Liaison Officer, community groups and others  |  |  |  |  |  |  |  |
| 5.Organise visits from ‘role models’ from Sports, the Arts |  |  |  |  |  |  |  |
| 6.Disseminate commercial advertising materials |  |  |  |  |  |  |  |
| 7.Participate in commercial voucher/coupon collection schemes for school supplies |  |  |  |  |  |  |  |
| 8.Carry out administrative functions for the HSE, such as sorting out returned dental or medical forms or scheduling medical appointments |  |  |  |  |  |  |  |
| 9.Accommodate salespeople, other than by appointment |  |  |  |  |  |  |  |
| 10.Sort mail |  |  |  |  |  |  |  |
| 11.Report to the Health Service Executive (HSE) where child abuse or neglect is suspected (Designated Liaison Person) |  |  |  |  |  |  |  |
| 12.Cooperate with DES Inspectorate as required  |  |  |  |  |  |  |  |
| 13.Ensure compliance with legislation and with DES, National Educational Welfare Board (NEWB), National Council for Special Education (NCSE) and Teaching Council regulations |  |  |  |  |  |  |  |
| 14.Maintain effective relationships within the school community |  |  |  |  |  |  |  |
| 15.Support visits by those promoting the ethos of the school |  |  |  |  |  |  |  |
| 16.Liaise with local schools  |  |  |  |  |  |  |  |
| **External Agencies** | **P** | **D.P** | **POR** | **SEC** | **Staff** | **Other** | **Avoid** |
| 17.Liaise/communicate with local Education Centre |  |  |  |  |  |  |  |
| 18.Liaise/communicate with psychologists/ speech therapists with regard to pupil assessment |  |  |  |  |  |  |  |
| 19.Notify DES local inspector of school closures |  |  |  |  |  |  |  |
| 20.Avail of the services of the DES Support Agencies |  |  |  |  |  |  |  |
| 21.Consult with the educational welfare officer/special educational needs officer/psychologist/occupational therapist/HSE etc and attend meetings convened  |  |  |  |  |  |  |  |
| 22.Facilitate the work of contractors engaged by the BoM |  |  |  |  |  |  |  |
| 23.Communicate with the school’s Insurer to keep them informed of any potential risk of litigation |  |  |  |  |  |  |  |
| 24.Meet scheduled callers to the school |  |  |  |  |  |  |  |
| Encourage local sporting clubs to provide coaching |  |  |  |  |  |  |  |
| 25.Facilitate visits from staff of local post primary schools to inform pupils and parents of available options |  |  |  |  |  |  |  |
| 26.Liaise with school transport authorities, including ordering and distribution of bus passes for eligible pupils, informing the bus company of pupils leaving the school etc. |  |  |  |  |  |  |  |
| 27.Provide entertainment for community events |  |  |  |  |  |  |  |
| 28.Organise the school milk scheme |  |  |  |  |  |  |  |
| 29.Collect for charities (In accordance with BoM policy on charities and child protection guidelines). |  |  |  |  |  |  |  |

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| **Staff** | **P** | **D.P** | **POR** | **SEC** | **Staff** | **Other** | **Avoid** |
| 1.Ensure Children First Guidelines are implemented |  |  |  |  |  |  |  |
| 2.Assist staff who are experiencing professional difficulties |  |  |  |  |  |  |  |
| 3.Attend relevant Continuous Professional Development (CPD) workshops, seminars, meetings and conferences to develop distributed leadership among staff |  |  |  |  |  |  |  |
| 4.Act as Safety Representative |  |  |  |  |  |  |  |
| Attend meetings re. school activities which involve staff members, parents, BoM members  |  |  |  |  |  |  |  |
| 5.Conduct standardised testing and communicate results to parents |  |  |  |  |  |  |  |
| 6.Review/revise selection of textbooks for book lists (as required) |  |  |  |  |  |  |  |
| 7.Monitor school and pupil performance according to School Self-Evaluation guidelines. |  |  |  |  |  |  |  |
| 8.Ensure the care and storage of school requisites, equipment and teaching-aids |  |  |  |  |  |  |  |
| 9.Maintain school website |  |  |  |  |  |  |  |
| Conduct and manage an inventory of teaching and learning resources |  |  |  |  |  |  |  |
| 10.Manage routine class discipline & behaviour (primary responsibility rests with the class teacher) |  |  |  |  |  |  |  |
| **Staff** | **P** | **D.P** | **POR** | **SEC** | **Staff** | **Other** | **Avoid** |
| 11.Attend one on one parent/teacher meetings (unless requested by teacher or it is the class of the teaching principal) |  |  |  |  |  |  |  |
| 12.Handling any tasks or queries relating to salary, taxation, PRSI, Teaching Council status, holiday and other entitlements etc. (staff should get advice directly from the relevant authority). |  |  |  |  |  |  |  |
| 13.Lead the teaching and learning in the school |  |  |  |  |  |  |  |
| 14.Affirm, support, motivate, counsel and empower the staff, encouraging best practice, creativity and innovation |  |  |  |  |  |  |  |
| 15.Be conscious of the health and well-being of all staff |  |  |  |  |  |  |  |
| 16.Facilitate a culture of instructional leadership with staff and pupils in relation to organisational, curricular and pastoral matters in the school |  |  |  |  |  |  |  |
| 17.Ensure that staff carry out their duties in accordance with the requirements of the Rules for National Schools, other statutory obligations and those mandated by ministerial circular |  |  |  |  |  |  |  |
| 18.Allocate teachers to classes and other roles based on pupil requirements, teacher talents/preference and in line with school policy |  |  |  |  |  |  |  |
| 19.Provide constructive feedback to teachers in relation to their work  |  |  |  |  |  |  |  |
| 20.Ensure that BoM decisions are implemented by the staff |  |  |  |  |  |  |  |
| **Staff** | **P** | **D.P** | **POR** | **SEC** | **Staff** | **Other** | **Avoid** |
| 21.Appoint and manage staff - in conjunction with the BoM |  |  |  |  |  |  |  |
| 22.Allocate teaching duties to yourself (teaching principal) e.g. Learning support, resource or classroom teaching |  |  |  |  |  |  |  |
| 23.Consult and communicate with staff collectively and individually as appropriate |  |  |  |  |  |  |  |
| 24.Visit classrooms to encourage staff and ensure satisfactory teaching standards  |  |  |  |  |  |  |  |
| 25.Ensure adherence to the Teaching Council Code of Professional Conduct  |  |  |  |  |  |  |  |
| 26.Ensure compliance with the Grievance Procedure. |  |  |  |  |  |  |  |
| 27.Ensure a staff member is assigned the role of Deputy Designated Liaison Person |  |  |  |  |  |  |  |
| 28.Ensure an effective communication system within the school, keeping staff informed of issues that may affect them e.g. staffing, procedural and organisational changes, DES circulars, BoM meetings, complaints, events etc |  |  |  |  |  |  |  |
| 29.Encourage effective professional relationships between all members of the staff |  |  |  |  |  |  |  |
| 30.Promote the professional development of all staff, arranging for in-service training as required, in consultation with the BoM   |  |  |  |  |  |  |  |
| **Staff** | **P** | **D.P** | **POR** | **SEC** | **Staff** | **Other** | **Avoid** |
| 31.Arrange for basic First Aid training for all staff (‘refresher’ training after an agreed period) |  |  |  |  |  |  |  |
| 32.Facilitate meetings of staff to co-ordinate work e.g. between class teachers and SEN staff; Home School Community Liaison coordinator and also between teachers as pupils move class levels |  |  |  |  |  |  |  |
| 33.Review and update school policies from time to time |  |  |  |  |  |  |  |
| 34.Arrange staff meetings, including gathering of inputs for the agenda, circulation of agenda and sign-off of minutes  |  |  |  |  |  |  |  |
| 35.Maintain and communicate staff seniority list |  |  |  |  |  |  |  |
| 36.Circulate the Agreed Report of the BoM to staff and parents |  |  |  |  |  |  |  |
| 37.Manage induction of staff including mentoring partnerships |  |  |  |  |  |  |  |
| 38.Develop and distribute a welcome/induction pack for new and substitute teachers |  |  |  |  |  |  |  |
| 39.Meet with SNAs to discuss progress and any relevant actions and issues |  |  |  |  |  |  |  |
| 40.Arrange annual meetings of class teachers and parents in class groupings |  |  |  |  |  |  |  |
| **Staff** | **P** | **D.P** | **POR** | **SEC** | **Staff** | **Other** | **Avoid** |
| 41.Return completed Redeployment Panel forms to the DES on time (if your school has surplus teachers on the staffing schedule) |  |  |  |  |  |  |  |
| 42.Advertise available and required GAM clustering hours (use the SEN Clustering Noticeboard on EducationPosts.ie) |  |  |  |  |  |  |  |
| 43.Ensure appropriate substitute cover for teacher / SNA absences where available |  |  |  |  |  |  |  |
| 44.Develop organisational policies, where required, to clarify procedures and processes with staff, pupils, parents and others |  |  |  |  |  |  |  |
| 45.Revise the School Plan, taking SSE guidelines into account and in consultation with staff |  |  |  |  |  |  |  |
| 46.Ensure that long and short-term plans of work (and monthly progress reports) are in line with the school plan |  |  |  |  |  |  |  |
| 47.Update OLCS with all absences |  |  |  |  |  |  |  |
| 48.Establish strategies to manage change, including curriculum change |  |  |  |  |  |  |  |
| 49.Encourage individual staff members with particular talents/specialist knowledge to share their expertise with staff and pupils alike |  |  |  |  |  |  |  |
| **Staff** | **P** | **D.P** | **POR** | **SEC** | **Staff** | **Other** | **Avoid** |
| 50.Agree schedule of planning hours for the term/year and circulate |  |  |  |  |  |  |  |
| 51.Communicate what days you plan to take as 'release/admin' days  |  |  |  |  |  |  |  |
| 52.Manage EPV days as sanctioned by the BoM (it is recommended that an EPV Days policy be drawn up and communicated to ensure clarity of criteria, procedures and number of staff allowed to take EPV days at the same time) |  |  |  |  |  |  |  |
| 53.Draw up and circulate book lists to parents |  |  |  |  |  |  |  |
| 54.Manage required administration relating to supervision, staff absences, secondments, job sharing and career breaks |  |  |  |  |  |  |  |
| 55.Organise sacramental preparations, meetings, presentations and ceremonies |  |  |  |  |  |  |  |
| 56.Co-ordinate overall arrangements for religious instruction as part of the school ethos, including assemblies, preparation for sacramental occasions, meetings with parents, church practices, choir provision etc. (in co-operation with parents, clergy and staff) |  |  |  |  |  |  |  |
| **Staff** | **P** | **D.P** | **POR** | **SEC** | **Staff** | **Other** | **Avoid** |
| 57.Promote pupils in accordance with available guidelines (re. repeating and skipping a class level as well as minimum and maximum age to start and finish primary school) - in consultation with staff and parents |  |  |  |  |  |  |  |
| 58.Agree timescale for standardised testing |  |  |  |  |  |  |  |
| 59.Purchase necessary classroom resources/equipment within the school budget 4 |  |  |  |  |  |  |  |
| 60.Co-ordinate the middle management team in the school, where it still exists, including regular meetings with post holders and a regular review of the priorities of the school, agreeing work with post-holders according to revised priorities |  |  |  |  |  |  |  |
| 61.Promote the development of sub-committees to oversee the implementation of specific initiatives |  |  |  |  |  |  |  |
| 62.Delegate work to secretary, caretaker, deputy principal, post-holders and other staff as appropriate |  |  |  |  |  |  |  |
| 63.Organise school cleaning (could be allocated to BoM Maintenance Officer) |  |  |  |  |  |  |  |
| **Staff** | **P** | **D.P** | **POR** | **SEC** | **Staff** | **Other** | **Avoid** |
| 64.Manage school building maintenance (could be allocated to BoM Maintenance Officer) |  |  |  |  |  |  |  |
| 65.Organise extra-curricular activities e.g. School Musical/Dramatic/Artistic/ Sporting activities  |  |  |  |  |  |  |  |
| 66.Arrange social activities for staff occasionally |  |  |  |  |  |  |  |
| 67.Draw up and maintain a suitable time-table for use of school facilities (e.g. rooms, equipment) |  |  |  |  |  |  |  |
| 68.Organise school and/or class libraries |  |  |  |  |  |  |  |
| 69.Review the effectiveness and safety of school tours and excursions occasionally |  |  |  |  |  |  |  |
| 70.Organise events to mark occasions of importance to the school |  |  |  |  |  |  |  |
| 71.Liaise with post primary schools with regard to their assessment tests (it is not a function of the school to prepare children for assessment tests in second-level schools) |  |  |  |  |  |  |  |
| 72.Organise book rental scheme (with Parent Association support if possible) |  |  |  |  |  |  |  |
| 73. Write references for staff (verbal rather than written references best) |  |  |  |  |  |  |  |

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| **Children** | **P** | **D.P** | **POR** | **SEC** | **Staff** | **Other** | **Avoid** |
| 1.Ensure there is sufficient work for pupils whose teacher is absent |  |  |  |  |  |  |  |
| 2.Arrange for tours and visits to places of educational interest, in consultation with the staff and having obtained the approval of the BoM |  |  |  |  |  |  |  |
| 3.Promote saving |  |  |  |  |  |  |  |
| 4.Answer phone - Teaching principals should not answer the phone during class contact time. Answering machine! |  |  |  |  |  |  |  |
| 5.Organise displays of pupils' work around the school |  |  |  |  |  |  |  |
| 6.Manage Lost Property |  |  |  |  |  |  |  |
| 7.Arrange transport for extra-curricular activities. |  |  |  |  |  |  |  |
| 8.Ensure adequate supervision procedures are in place for pupils during school hours e.g. teacher absences, break times and at times when pupils are outside the school premises |  |  |  |  |  |  |  |
| 9.In consultation with teaching staff, monitor pupil performance and achievement, including regular assessment of pupils’ progress, feedback to pupils and reporting to parents |  |  |  |  |  |  |  |
| 10.Co-ordinate Learning Support provision |  |  |  |  |  |  |  |
| 11.Deal promptly with any allegations of bullying in accordance with the school's anti-bullying policy |  |  |  |  |  |  |  |
| 12.Apply for and manage resources for children with special educational needs |  |  |  |  |  |  |  |
| 13.Identify students who are at risk of developing school attendance problems |  |  |  |  |  |  |  |
| **Children** | **P** | **D.P** | **POR** | **SEC** | **Staff** | **Other** | **Avoid** |
| 14.Introduce new initiatives to enhance the quality of pupils’ education (shared with individual staff members) |  |  |  |  |  |  |  |
| 15.Be conscious of families who may be experiencing financial difficulties and support where possible.Ensure that there is a culture and environment within which children are well cared for, safe and respected |  |  |  |  |  |  |  |
| 16.Lead the teaching and learning within the school |  |  |  |  |  |  |  |
| 17.Implement the school’s child protection and anti-bullying policies  |  |  |  |  |  |  |  |
| 18.Act as Designated Liaison Person (while the principal does not have to do this, it is strongly recommended) |  |  |  |  |  |  |  |
| 19.Create an environment which maximises the learning potential and the holistic development of all pupils  |  |  |  |  |  |  |  |
| 20.Visit classrooms regularly to get to know, encourage and affirm pupils |  |  |  |  |  |  |  |
| 21.Involve children as appropriate in key policies and procedures e.g. Code of Conduct and Anti-bullying policies |  |  |  |  |  |  |  |
| 22.Ensure that school policies are regularly reviewed (in consultation with all stakeholders). |  |  |  |  |  |  |  |
| 23.Supervise the general behaviour of pupils during school hours |  |  |  |  |  |  |  |
| **Children** | **P** | **D.P** | **POR** | **SEC** | **Staff** | **Other** | **Avoid** |
| 24.Examine English proficiency of newcomer children using EAL assessment toolkit |  |  |  |  |  |  |  |
| 25.Ensure that school reports comply with requirements |  |  |  |  |  |  |  |
| 26.Ensure ongoing assessment of pupils to determine SEN, Learning Support, EAL resource needs |  |  |  |  |  |  |  |
| 27.Liaise with staff, parents and external agencies re. Learning Support provision |  |  |  |  |  |  |  |
| 28.Allocate pupils to classes, complying where possible with maximum class size guidelines |  |  |  |  |  |  |  |
| 29.Maintain accurate school records in accordance with relevant rules and procedures - registers, roll books, pupil progress reports, pupil transfer information, consent forms, Necessitous Books Scheme and other official records.  |  |  |  |  |  |  |  |
| 30.Maintain an effective system of recording and updating contact information for pupils and parents/guardians |  |  |  |  |  |  |  |
| 31.Maintain an up to date file on all preschool children enrolled for future attendance, to facilitate planning, building etc. |  |  |  |  |  |  |  |
| 32.Organise annual school enrolment |  |  |  |  |  |  |  |
| Monitor new pupils to help them to settle into the school |  |  |  |  |  |  |  |
| 33.Facilitate the transition of pupils into and out of the school  |  |  |  |  |  |  |  |
| 34.Arrange the transition of pupils to special schools when necessary - discuss the issue with parents, psychologists, learning support teachers, class teachers as necessary |  |  |  |  |  |  |  |
| **Children** | **P** | **D.P** | **POR** | **SEC** | **Staff** | **Other** | **Avoid** |
| 35.Facilitate the formation of a Student Council and assist with the development of its role and agenda |  |  |  |  |  |  |  |
| 36.Inform educational welfare officer where a student is suspended for more than 6 days, where a student has been expelled or is not attending school regularly |  |  |  |  |  |  |  |
| 37.Ensure attendance returns submitted to NEWB |  |  |  |  |  |  |  |
| 38.Reward students who have good school attendance records |  |  |  |  |  |  |  |
| 39.Communicate with pupils the importance of regular attendance |  |  |  |  |  |  |  |
| 40.Communicate with class groups at times of special events, such as special assemblies, religious ceremonies, extra-curricular achievements, tours, awards ceremonies etc. |  |  |  |  |  |  |  |
| 41.Review and sign-off IEPs for pupils with SEN |  |  |  |  |  |  |  |
| 42.Ensure that additional support is available for gifted pupils to make the fullest use of their abilities |  |  |  |  |  |  |  |
| 43.Ensure school uniform policy is adhered to |  |  |  |  |  |  |  |
| 44.Encourage and actively promote the use of Gaeilge sa scoil |  |  |  |  |  |  |  |
| 45.Ensure First Aid policy is implemented, including the supply of First Aid requisites |  |  |  |  |  |  |  |
| 46.Ensure that an adequate stock of books and other requisites is made available  |  |  |  |  |  |  |  |
| 47.Organise assembly |  |  |  |  |  |  |  |
| **Children** | **P** | **D.P** | **POR** | **SEC** | **Staff** | **Other** | **Avoid** |
| 48.Help children to prepare for transition to post primary school |  |  |  |  |  |  |  |
| 49.Co-ordinate transition of sixth class pupils to second level, including the provision of written reports |  |  |  |  |  |  |  |
| 50.Plan the sixth class graduation/end of year celebration |  |  |  |  |  |  |  |
| 51.Consider participation in art, writing, sporting and other competitions and events |  |  |  |  |  |  |  |
| 52.Organise Book Week. |  |  |  |  |  |  |  |

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| **Strategic Leadership** | **P** | **D.P** | **POR** | **SEC** | **Staff** | **Other** | **Avoid** |
| 1.Project a positive image of the school |  |  |  |  |  |  |  |
| 2.Endeavour to maintain high standards of professionalism, respect and trust |  |  |  |  |  |  |  |
| 3.Maintain the ethos of the school |  |  |  |  |  |  |  |
| 4.Celebrate success |  |  |  |  |  |  |  |
| 5.Design and issue newsletters to members of the school community |  |  |  |  |  |  |  |
| 6.Organise events to celebrate important milestones or successes |  |  |  |  |  |  |  |
| 7.Keep up to date with educational research on leadership |  |  |  |  |  |  |  |
| 8.Encourage pupils to develop their leadership potential |  |  |  |  |  |  |  |
| 9.Ensure that new staff are familiar with the vision and values of the school |  |  |  |  |  |  |  |
| 10.Review the school’s mission statement |  |  |  |  |  |  |  |
| 11.Develop and communicate the vision, direction and objectives for the school and monitor the achievement of same, in consultation with staff and the BoM and encourage a shared vision for the school among all stakeholders |  |  |  |  |  |  |  |
| 12.Foster a climate of welcome, warmth, discipline, care, collaboration, mutual support, learning, respect and collegiality throughout the whole school community |  |  |  |  |  |  |  |
| 13.Lead and manage the staff in the school |  |  |  |  |  |  |  |
| 14.Develop distributed leadership throughout the school |  |  |  |  |  |  |  |
| **Strategic Leadership** | **P** | **D.P** | **POR** | **SEC** | **Staff** | **Other** | **Avoid** |
| 15.Foster and encourage effective relationships between members of the school community and members of the wider community. |  |  |  |  |  |  |  |

**My To Do List**

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| 1.2.3.4.5.6.7.8.9.10.11.12.13.14.15.16.17.18.19.20. |

**Prioritising My To Do List**

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| **A****Immediate Priority** | **B****Sooner Rather Than Later** | **C****Desirable When Possible** |