

## TEACHING PRINCIPAL

### Acting Vacancy (Career Break Cover)

Lecarrow Community National School

Knockanyconor, Lecarrow, County Roscommon

*(Roll Number 18272)*

### Job Description and Person Specification

Lecarrow Community National School (CNS) is under the patronage of Galway and Roscommon Education and Training Board (GRETB).

Community National Schools (CNS) are publicly-funded, publicly managed multid denominational schools that welcome all children from the local communities they serve. Lecarrow CNS is a co-educational, multi-denominational primary school underpinned by the core values of Excellence in Education, Care, Equality, Community and Respect.

Lecarrow CNS is a rural two teacher school plus one SET based in the school. It has a current enrolment of 24.

Lecarrow CNS believe that the child should be at the centre of the learning in the school and that children learn best through hands on educational experiences. The successful candidate will need to demonstrate a commitment to continue to lead and strengthen the CNS ethos of the school.

As a Community National School we follow the national curriculum and are guided by the core values of ETBI – Excellence in Education, Care, Equality, Community and Respect. It is the policy and practice of Community National Schools to recognise and celebrate the uniqueness of each child and to instil a deep sense of belonging, empathy and respect of others through our patrons curriculum – Goodness Me Goodness You.

**GRETB now invites applications from suitably qualified candidates for the position of Acting Teaching Principal at Lecarrow Community National School.**

The successful candidate must meet the eligibility criteria and be **fully registered** under **Route 1 (Primary)** with the Teaching Council.

### **Roles and Responsibilities:**

The roles and Responsibilities for this position relate to the 4 domains of Leadership and Management as specified in Circular 0044/2019:

The Principal has overall responsibility under the authority of the Board of Management for the day to day management of the school as provided for in legislation/circulars/Deeds of Trust and other relevant communications.

### **Statutory Requirements:**

The statutory functions of the Principal are set out in Sections 22 and 23 of the Education Act 1998.

The obligations of the Principal in general terms are as follows, without prejudice to the generality of the functions of the Principal:

- The Principal controls the internal organisation, management and discipline of the school, including the assignment of duties to members of the teaching and non-teaching staff.
- The Principal ensures that the Board of Management's policies, procedures, guidelines and requirements are adhered to.
- The Principal submits to the Board of Management all such statements and reports affecting the conduct of the school as the Board of Management requires.
- The Principal is responsible for day to day financial administration and reporting and ensuring finances are maintained according to good governance, regulations and guidelines.
- The Principal is required to be fully familiar with the Child Protection Guidelines and it is normal for the Principal to be the Designated Liaison Person (DLP).
- The Principal has a range of statutory functions and obligations as outlined in legislation. Such statutory functions are implied into the Contract of Employment.

In conjunction with the key roles and responsibilities outlined in the Education Acts the following is an example of a job description for the role of Principal in a school.

This job specification may be amended and changed to meet the needs of a particular school.

#### **A. Leading Teaching and Learning:**

The successful candidate understands that high quality teaching and learning is the core business of a school and demonstrates the skills to act as the instructional leader.

The successful candidate demonstrates an ability to:

- Promote a culture of improvement, collaboration, innovation and creativity in learning, teaching and assessment.

- Foster a commitment to inclusion, equality of opportunity and holistic development for each pupil.
- Manage the planning and implementation of the school curriculum.
- Foster teacher professional development that enriches teachers' and pupils' learning.

#### **B. Managing the Organisation:**

The successful candidate uses a range of resources, supports and processes to ensure the effective and efficient running of the school.

The successful candidate demonstrates an ability to:

- Establish an orderly, secure and healthy learning environment and maintain it through effective communication.
- Manage the school's human, physical and financial resources; so as to create and maintain a learning organisation.
- Manage challenging and complex situations in a manner that demonstrates equality, fairness and justice.
- Develop and implement a system to promote professional responsibility and accountability.

#### **C Leading School Development:**

The successful candidate demonstrates the ability to take a broad and long-term view of the needs of the school's purpose and objectives.

The successful candidate demonstrates an ability to:

- Communicate the guiding vision for the school and lead its realisation in the context of the school's characteristic spirit.
- Lead the school's engagement in a continuous process of self-evaluation.
- Build and maintain relationships with parents, with other schools and with the wider community.
- Manage, lead and mediate change to respond to the evolving needs of the school and to changes in education.

#### **D Developing Leadership Capacity:**

The successful candidate demonstrates the willingness and ability to develop individuals and teams throughout the school community and delegate leadership within those teams.

The successful candidate demonstrates an ability to:

- Critique staff practice as leaders and develop their understanding of effective and sustainable leadership;
- Empower staff to take on and carry out leadership roles.
- Promote and facilitate the development of pupil voice, pupil participation, and pupil leadership.
- Build professional networks with other school leaders.

**The successful candidate will:**

- Show a deep commitment to multidenominational education and developing an inclusive school environment.
- Demonstrate an ability to build up a school community and enhance the profile of the school in the local area.
- Clearly show their vision for how Lecarrow CNS will live out the core values underpinning the characteristic spirit of the CNS model.
- Excellent people management, interpersonal skills, teamwork, leadership and communication skills.
- Have an in-depth knowledge of the Curriculum for all classes, including knowledge of the new Curriculum, and a range of teaching experience.
- A proven ability to implement collaborative school-based initiatives and to demonstrate evidence of leadership.
- Demonstrate a willingness to work closely with the Board of Management and GRETb.

In addition to the above, the following are desirable:

- Experience of teaching in a multi-grade setting
- Evidence of a commitment to using innovative teaching methodologies
- A commitment to Continuous Professional Development
- An ability to demonstrate leadership capacity either through the holding of a leadership post in school or working as part of a strategic leadership team
- Experience of leading and assisting in the development of educational projects, policies and practice
- Be community minded and conscious of the role the school plays in the local community
- Excellent Communications Skills
- An understanding and knowledge of Education and Training Boards, roles, remit and functions
- Excellent ICT and presentation skills

**Terms and Conditions of Employment:** As per the Department of Education and Youth Directives.

**Closing Date:** Thursday 28<sup>th</sup> May 2026 @12noon.

**Application Process:** Applications to be submitted via the Hire Lab's system only. Late applications will not be accepted. It is the responsibility of the applicant to provide a detailed and accurate account of qualifications and experience on the application form. Shortlisting of applicants will apply. Canvassing by or behalf of the candidate will automatically disqualify.

Appointment will be subject, but not limited to, satisfactory references, current and continuing Teaching Council registration, occupational health screening and satisfactory Garda Vetting.